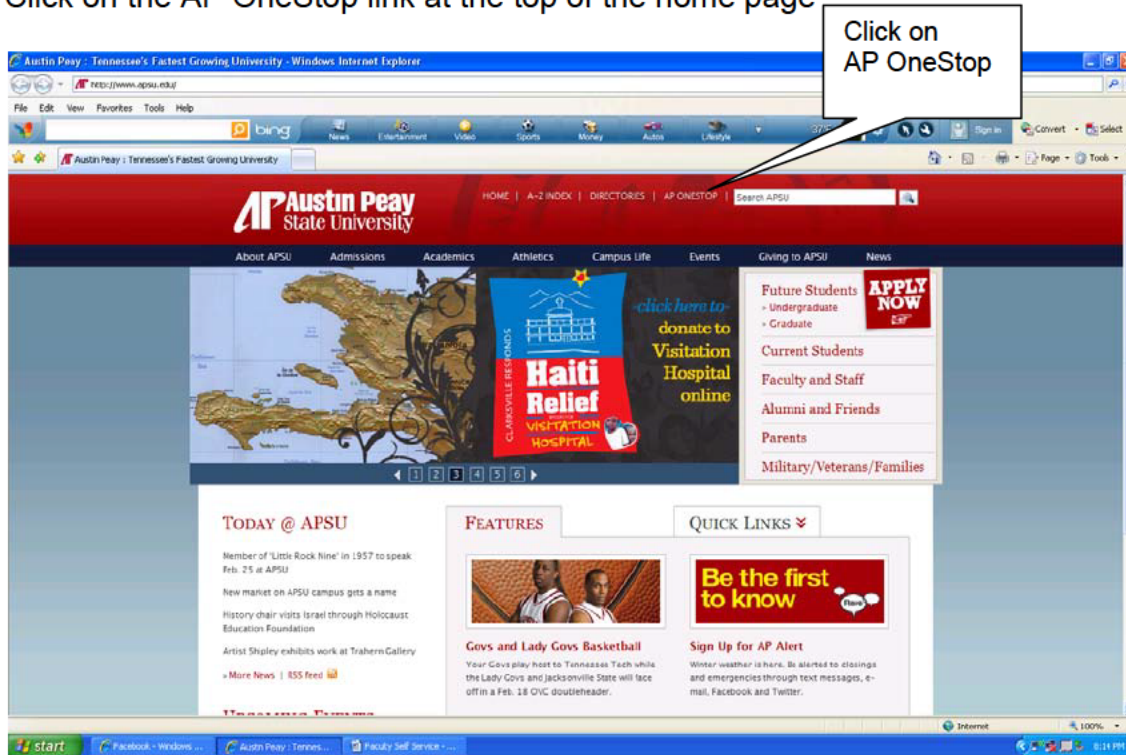# Web for Faculty Instructions
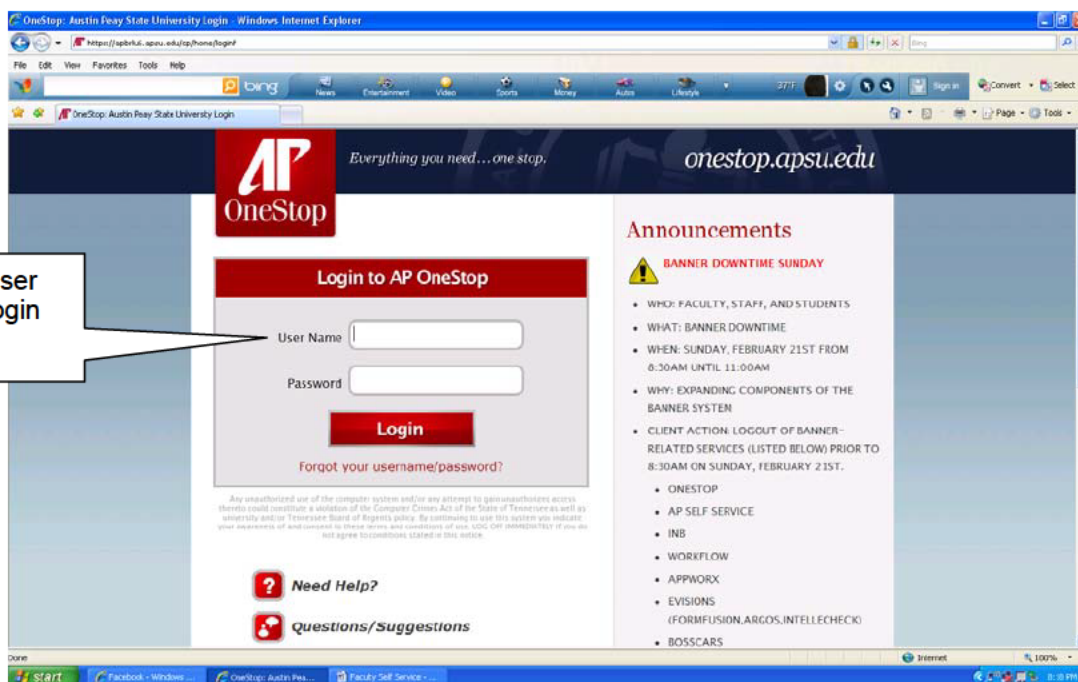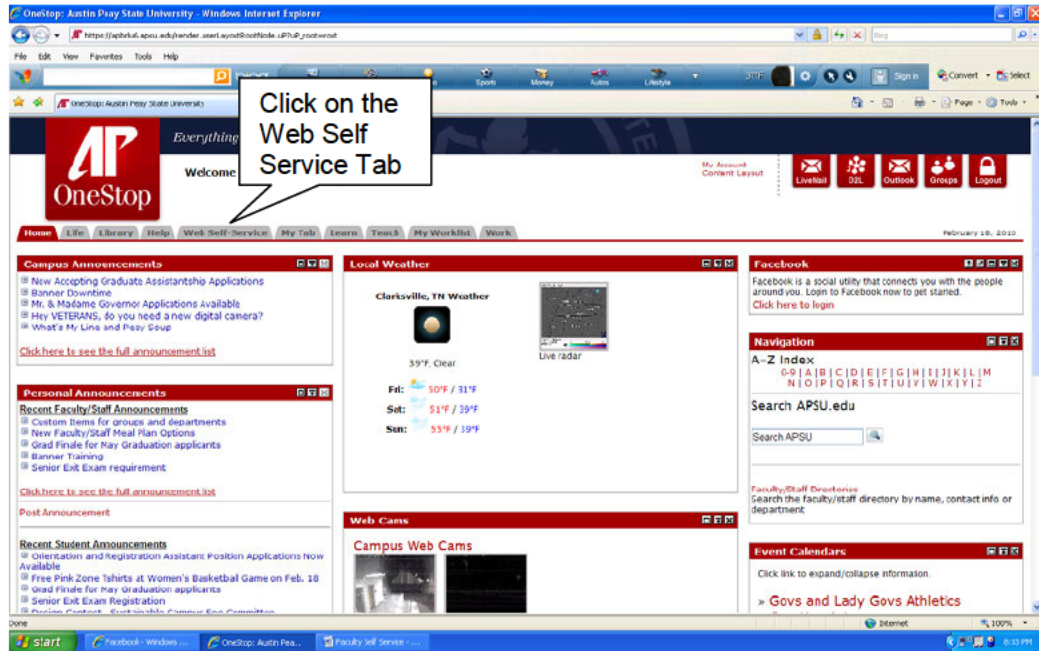
➢ Go to Austin Peay Home Page (www.apsu.edu)
➢ Click on the AP OneStop link at the top of the home page

Click on
AP OneStop

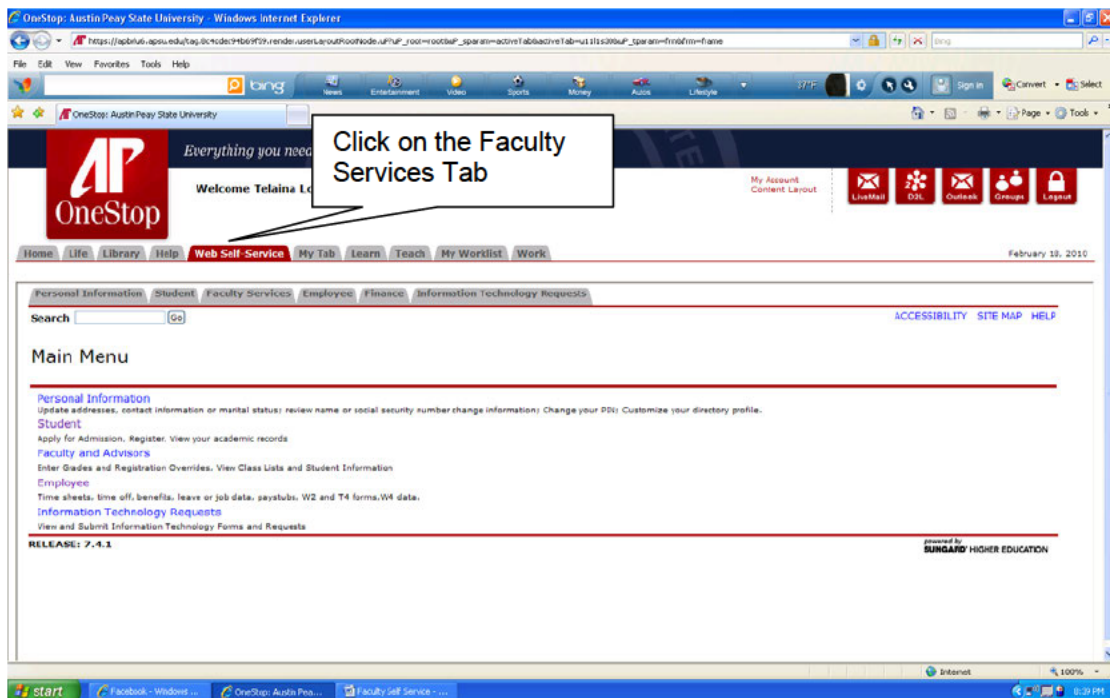

➢ Log in to AP OneStop

Log in with your User Name, and your login password
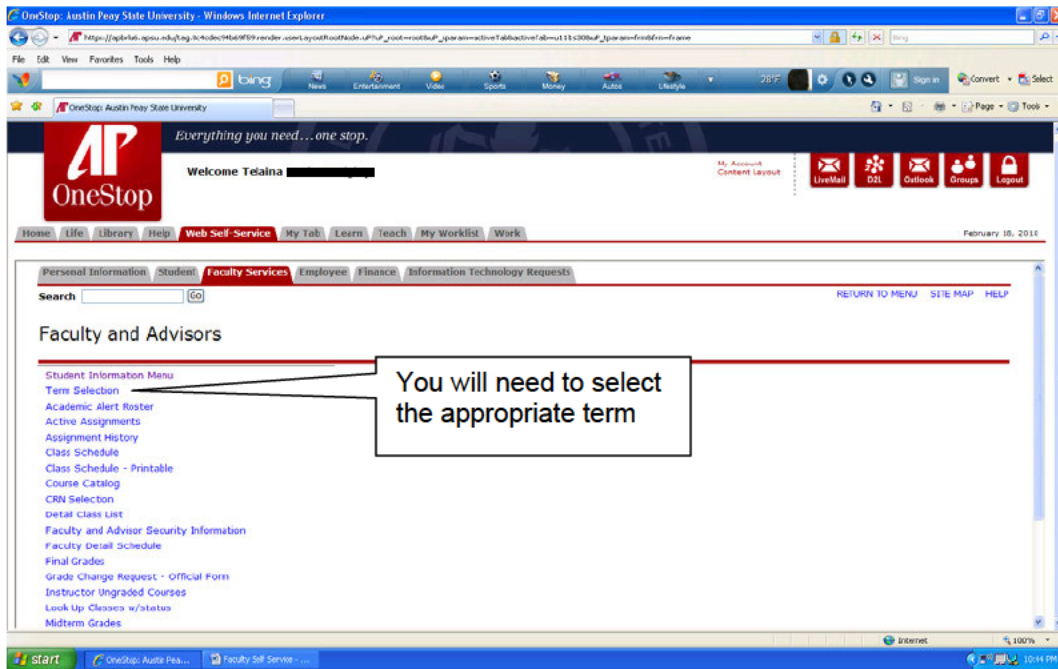
➤ Enter Self Service by Clicking on the Web Self-Service Tab
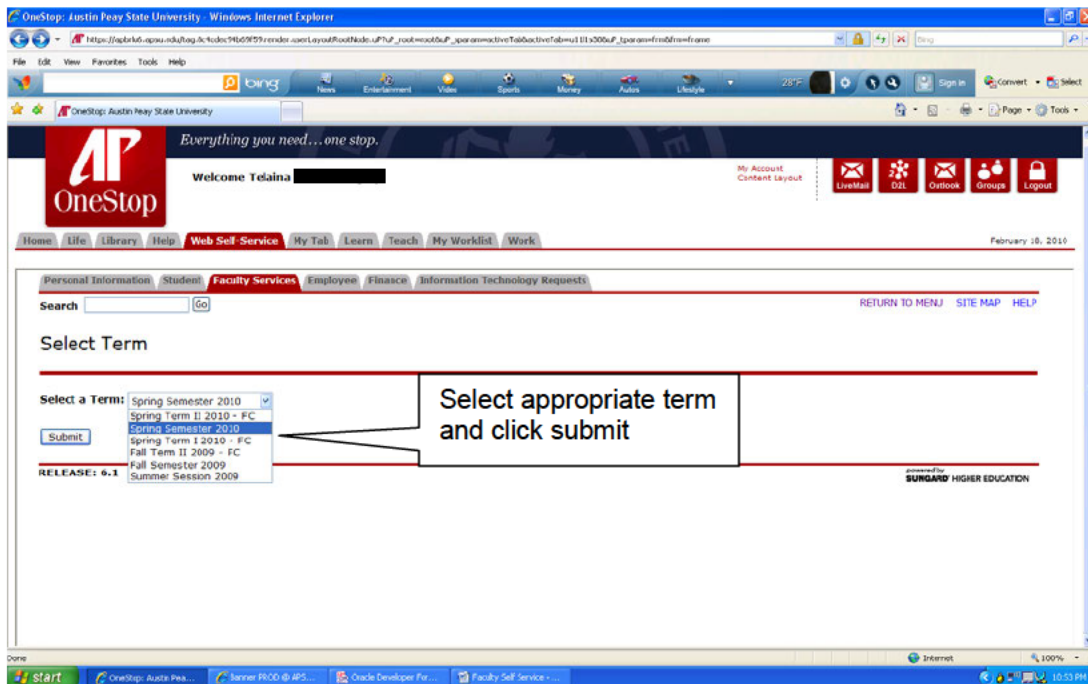

➤ Enter Faculty Self Service by clicking on the Faculty Services Tab

- ➢ Click on Term Selection

- ➢ Select the Appropriate Term

Academic Alert Roster

Select Academic Alert Roster from the menu

> ➤ Select the Appropriate Course

Select the class from the drop down list

Or you can enter the CRN for the class directly, by clicking on this hyperlink

➢ Select the student to be alerted
➢ Click on the green square with a +

To select a student to be monitored, click the green square.

➢ Select as many of the concerns as appropriate for each student

You can then select any concerns or issues that may apply to the student

➢ Click on the Submit box at the bottom of the page and this will flag the student as completed

Teaching Assignments for the Term
➢ Select this to view your teaching assignments for the term

➢ View of Active Assignments

➢ View of Assignment History

Class Schedule

Select 'Class Schedule' from the menu to search for classes.

Search Options
- By Term
- By Date Range

You can search by term

Or by date range
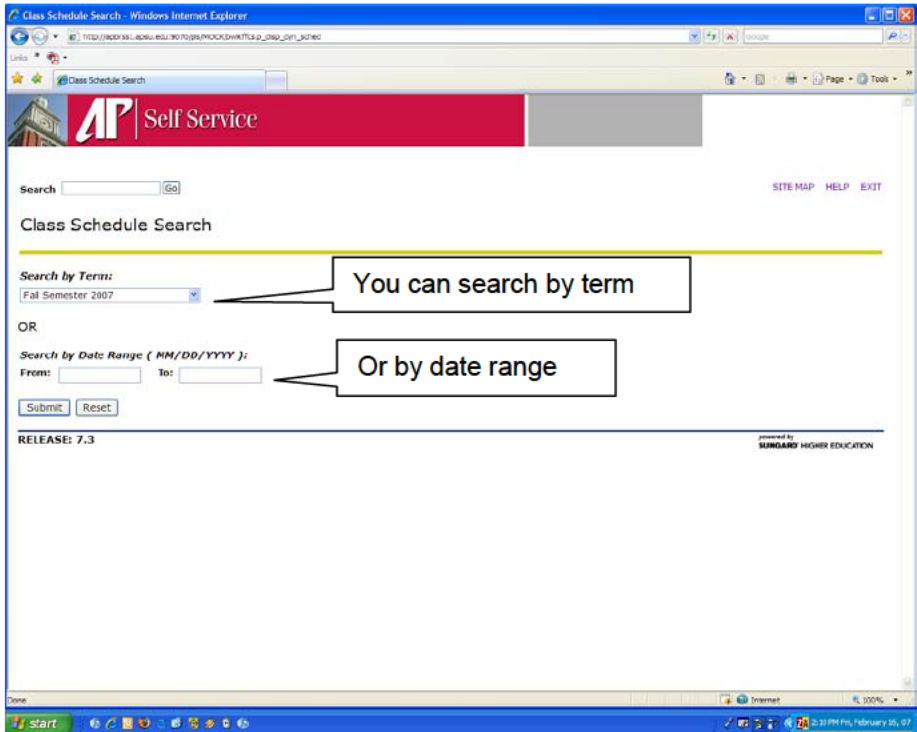
Class Search

> ➤ Can narrow search by any of the areas below

Class Schedule Listing

The Class Schedule Listing shows the courses in the subject area that are being offered this semester.

Click this hyperlink to view the detailed class information for this course.

You can use the scroll bar to scroll through the courses being offered.

Class Schedule Listing
  ➢ Detailed Class Information

Return to Menu

➢ Use this hyperlink to return back to the main menu
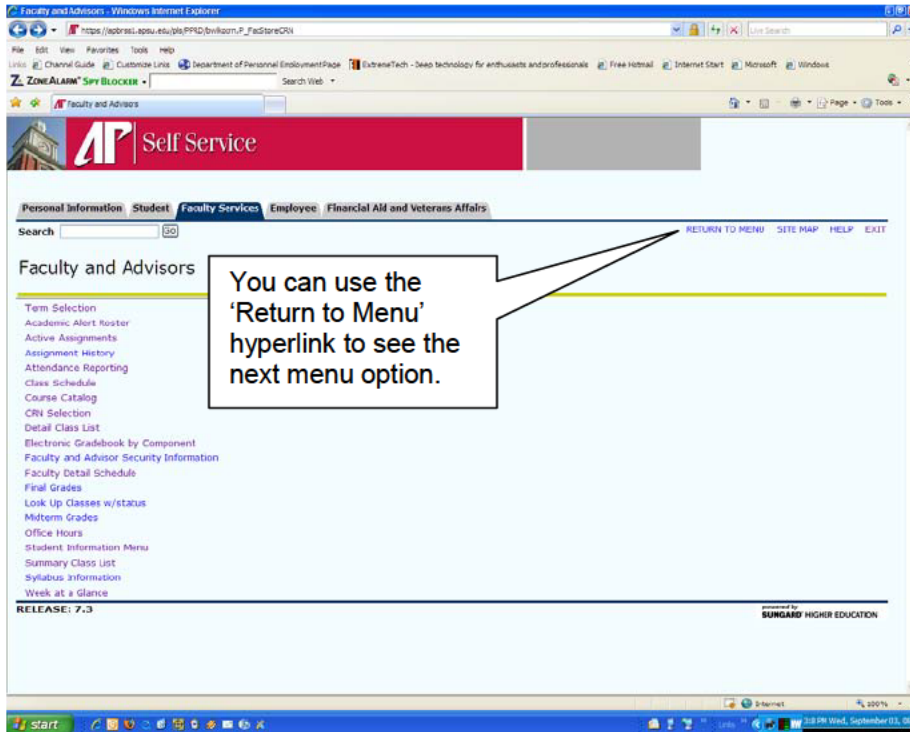
CRN Selection

➢ Use this to direct access class rosters of your courses
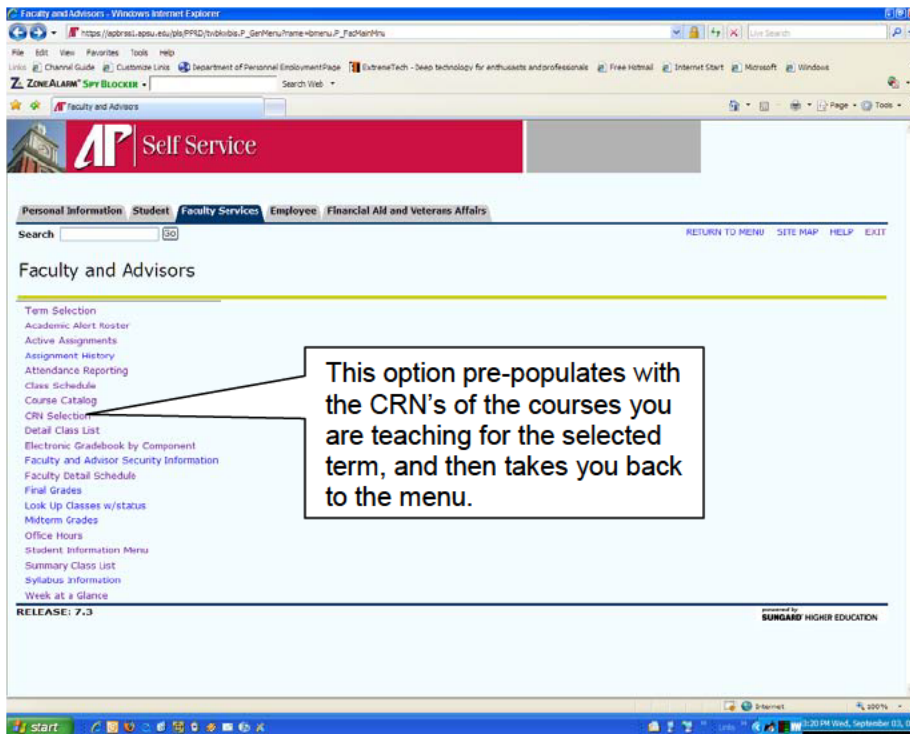
CRN Selection
> Select course from drop down box <u>OR</u>
> Direct access a CRN by selecting the Enter CRN Directly hyperlink and entering a select CRN

If you need to see a class listing for a class you are not the instructor for, you can click this hyperlink and enter the CRN directly.

Detail Class Link

Clicking on 'Detail Class List' link will give you a detailed listing of the students in this class, and information about the number of seats remaining.

Summary Class List

 ➢ Summary class roster

Clicking on 'Summary Class List' will give you a consolidated listing of the students in the class.

Summary Class Roster

Use this hyperlink to send e-mail to the entire class

Student's Name

Registration Type

Midterms

Banner ID

Level

Credits

Finals

Faculty Detailed Schedule

Select 'Faculty Detail Schedule'

Faculty Detail Schedule

Fall Semester 2007
Feb 12, 2007 10:57 am

Mathematical Thought and Pract - 1482 - MATH 1010 - 01

Status:	Active
Available for Registration:	Oct 02, 2006 - Aug 31, 2007
College:	College of Science and Math
Department:	Mathematics
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Austin Peay SU, Main Campus
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

Click this link to add your syllabus

Click this link to view your class list

Click this link to add office hours

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	6	24
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:55 am	MWF	Claxton Building 109	Aug 27, 2007 - Dec 05, 2007	Lecture	Edward

Return to Previous

Final Grades Menu Option

➢ Record final grades for the class <u>AND/OR</u>
➢ Report FA/FN grades
  o FN – Never Attended and reported w/in first 21 days of class (enter the date prior to the first day of classes)
  o FA – Stopped Attending and reported when student stops attending class

Grade Change Request – Official Form
> Used for **ALL** official grade changes after Fall I 2007
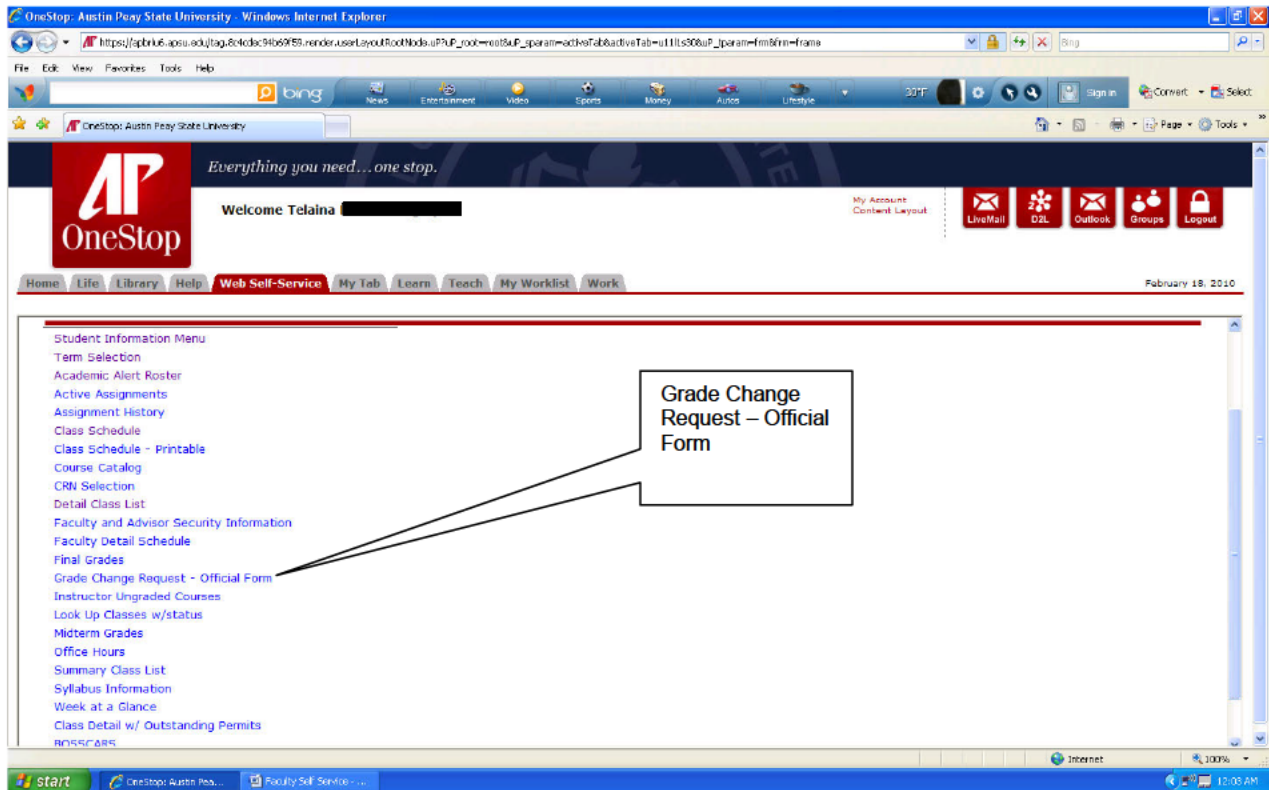
Grade Change Request – Selecting Term
> Only the terms you taught will appear in the drop down box
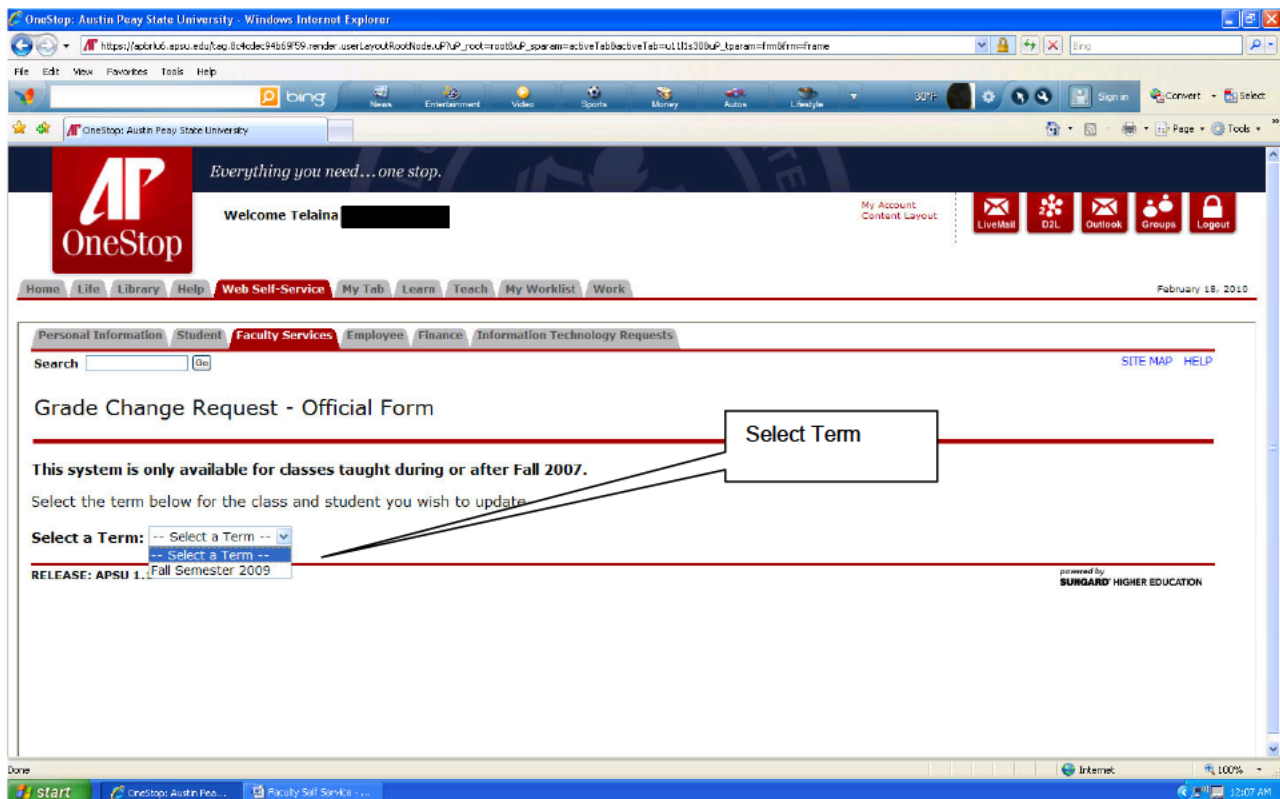
Grade Change Request – Selecting Course

➢ Select the course you must change the grade for on the student
➢ The Class Roster will appear for you to select the appropriate student
➢ You will select the student to change the grade for
➢ You will then select the appropriate grade and submit
➢ **See additional instructions handed out for this procedure for complete details

Instructor Ungraded Courses

➢ To see all courses that have ungraded students (will display the number of students that are not graded)

Click Look up Classes w/status – Class Schedule
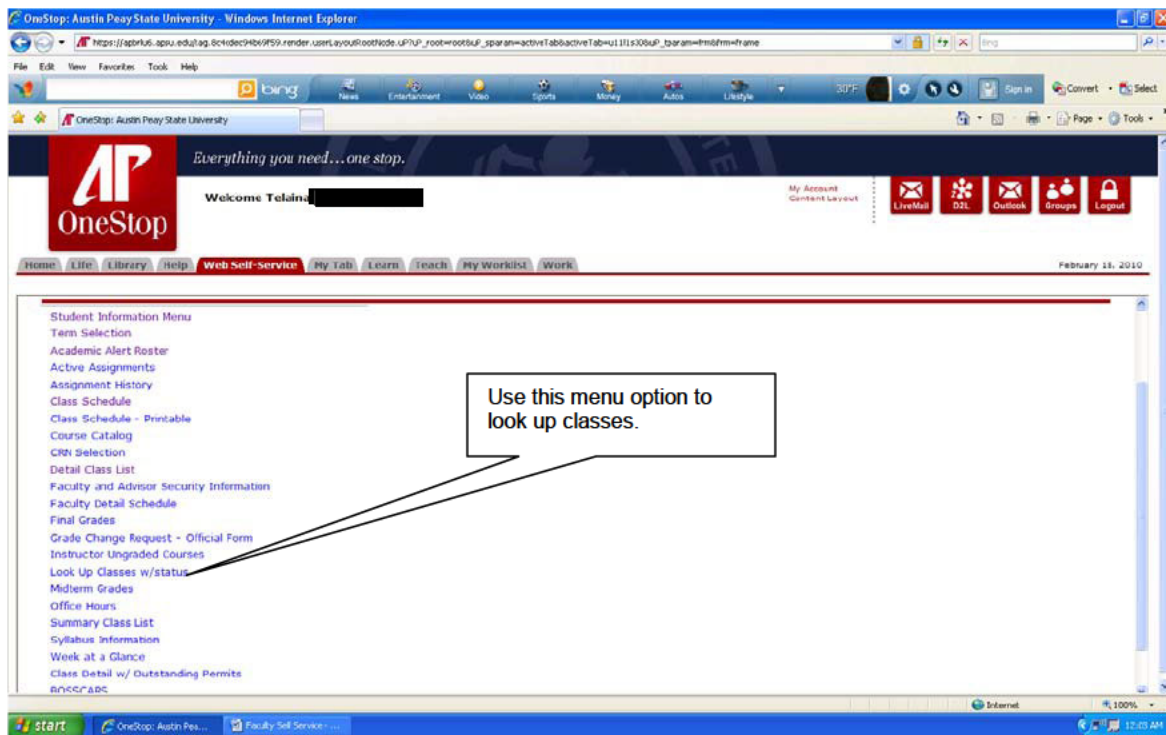
Look Up Classes w/ Status
> ➢ Narrowing down the search
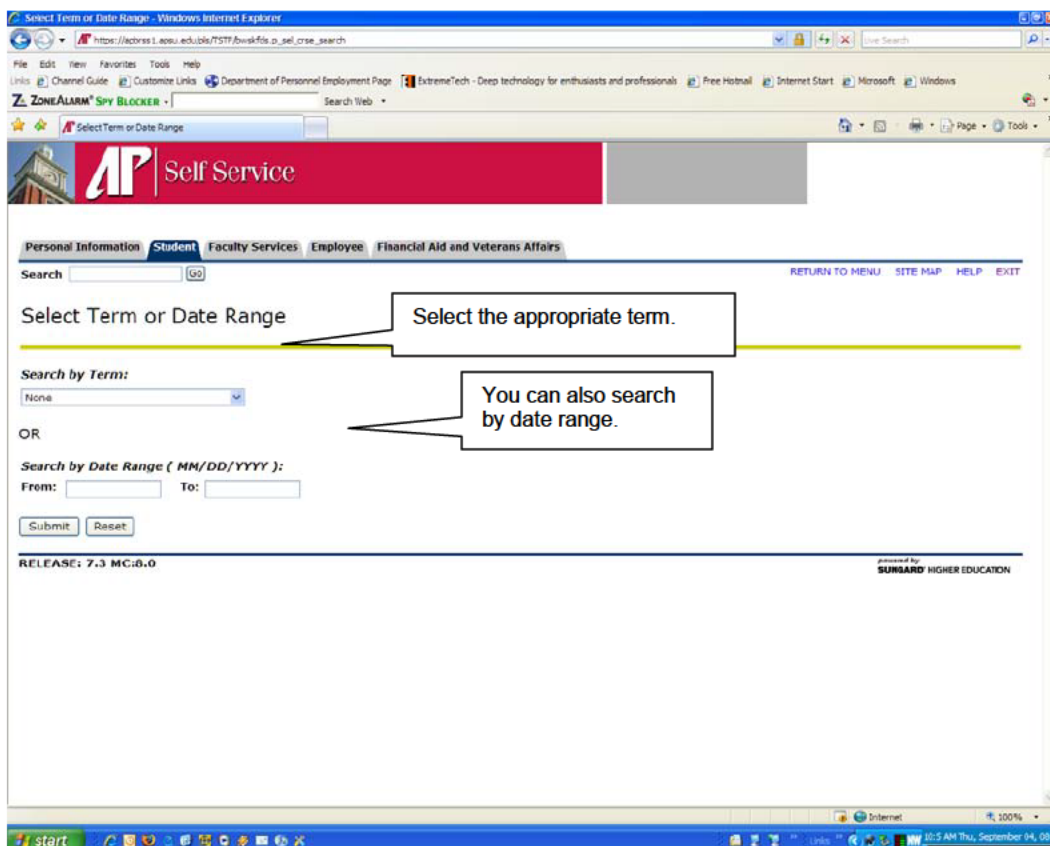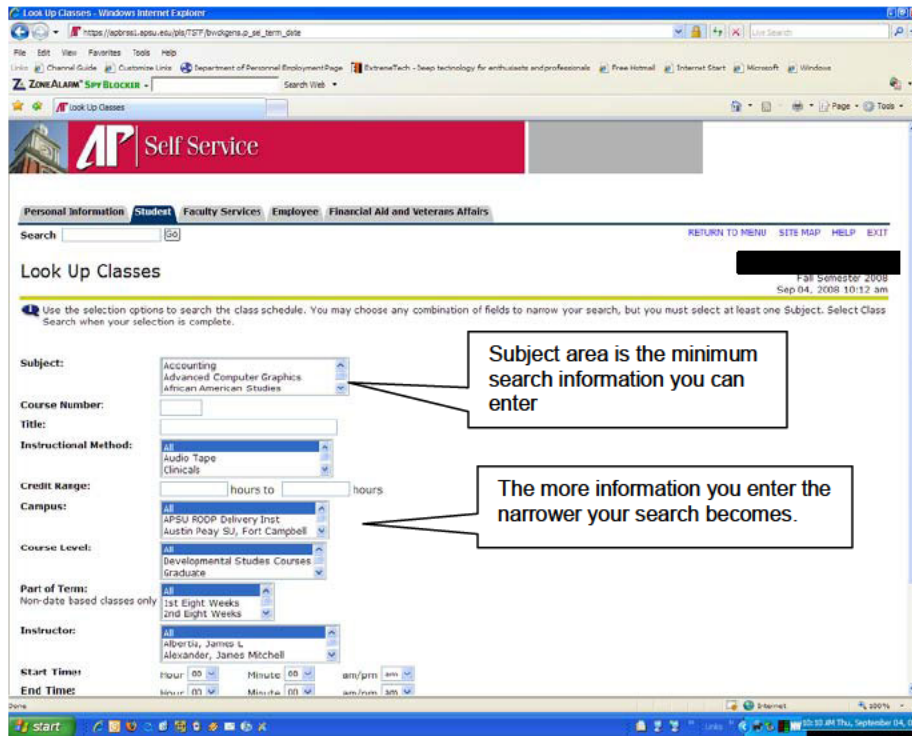
This screen shows CRN, subject, section, meeting times, capacity, seats remaining, instructor, and the class location. It shows all the classes being offered for the selected term in that subject area, from undergraduate to graduate levels.
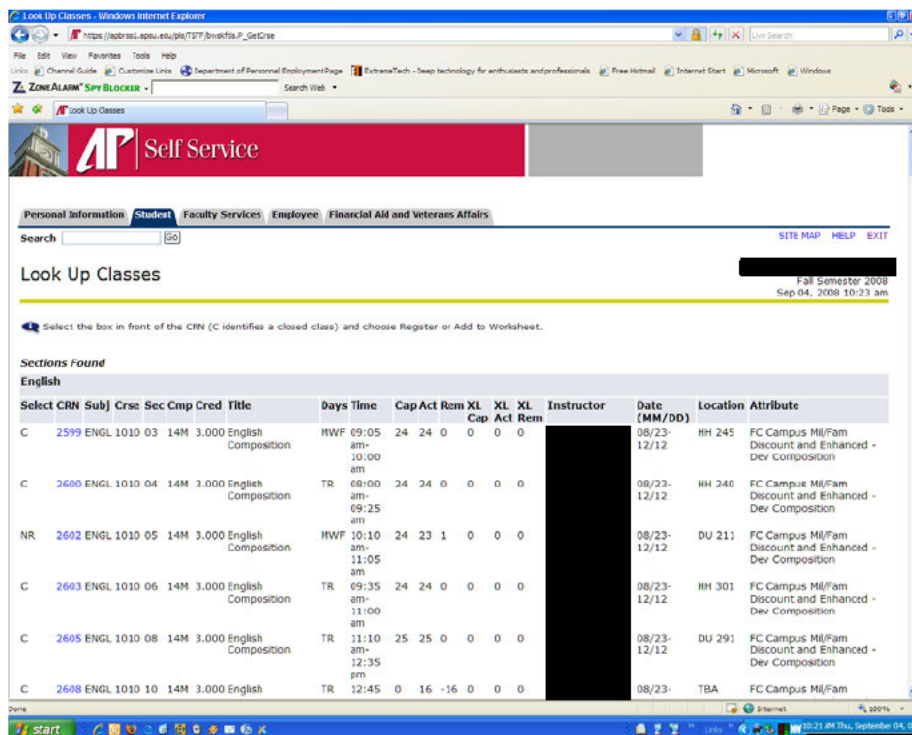
Midterm Grades – Record Midterm Grades through this option
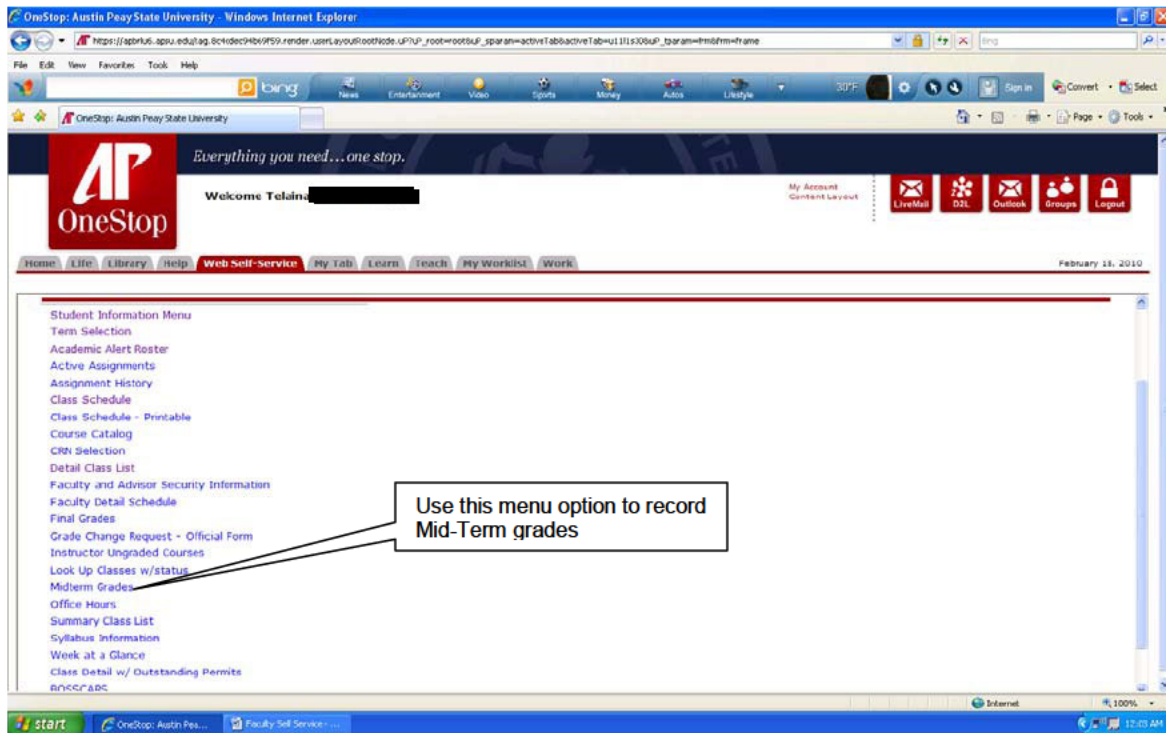
Midterm Grades
> Displays the class list with space to record a mid-term grade for each student
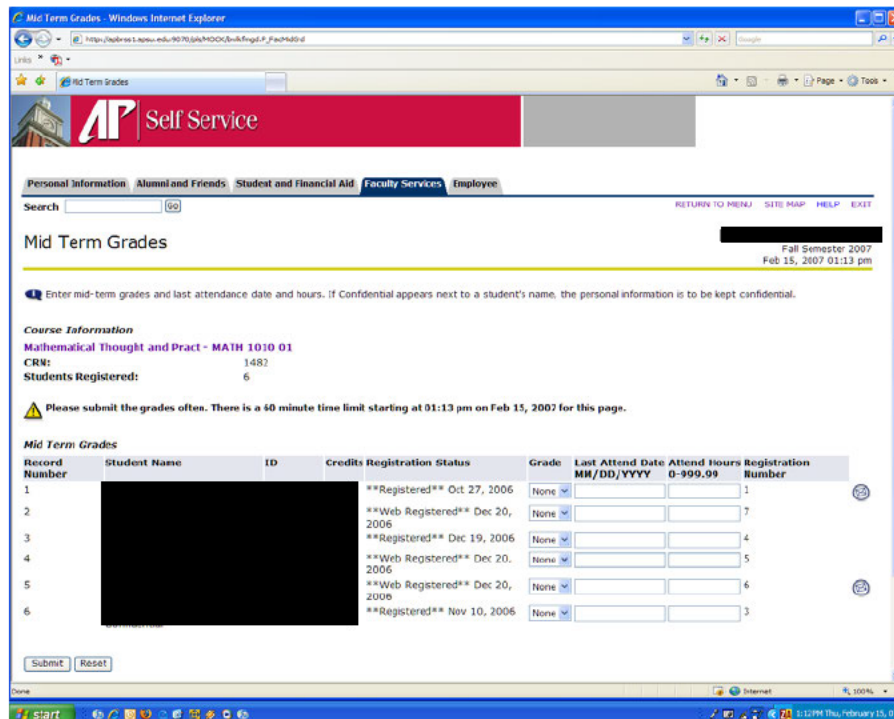
Office Hours – Faculty can enter office hours

This menu option allows you to record your office hours so that students may view them from Self Service.

Office Hours – Enter Office Hours

Allows you to record your office hours and post them.

Allows you to copy your office hours to all your classes without re-entering the information

Week at a Glance
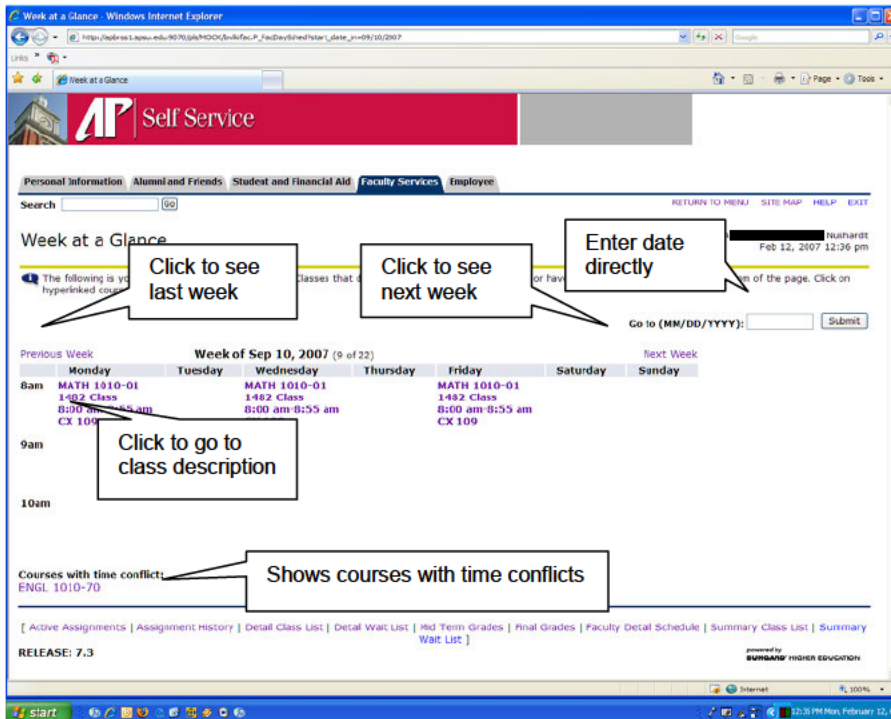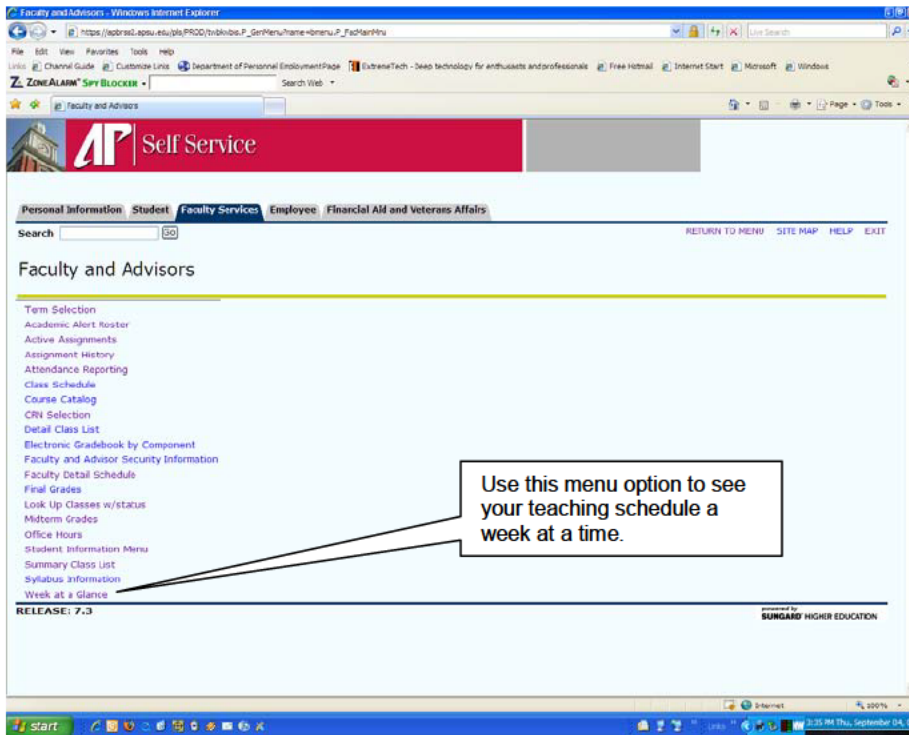
Student Information Menu

➢ Menu used for student advising

Term Selection

➢ Click on this to select the term you wish to advise the student
➢ All other menu option will remain on this term until you select a different term
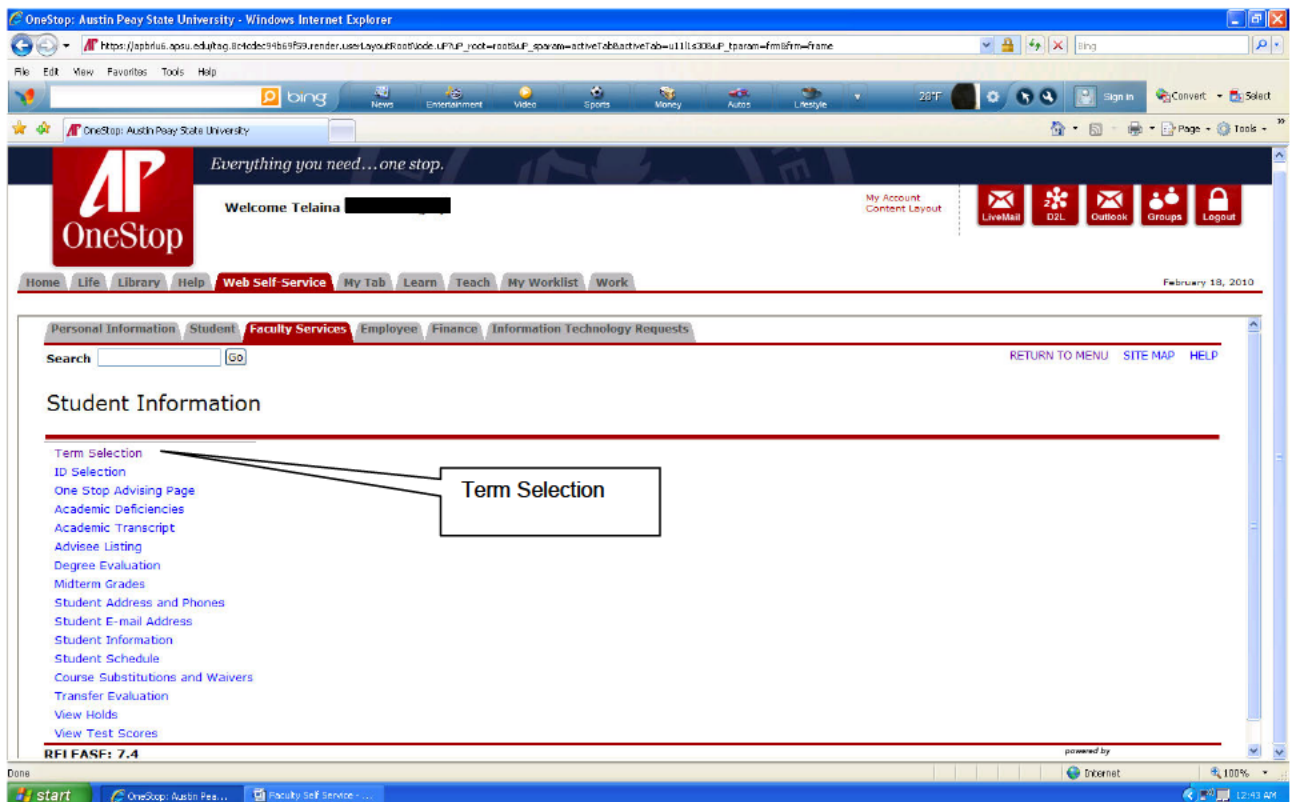
Select the appropriate term from the drop down list
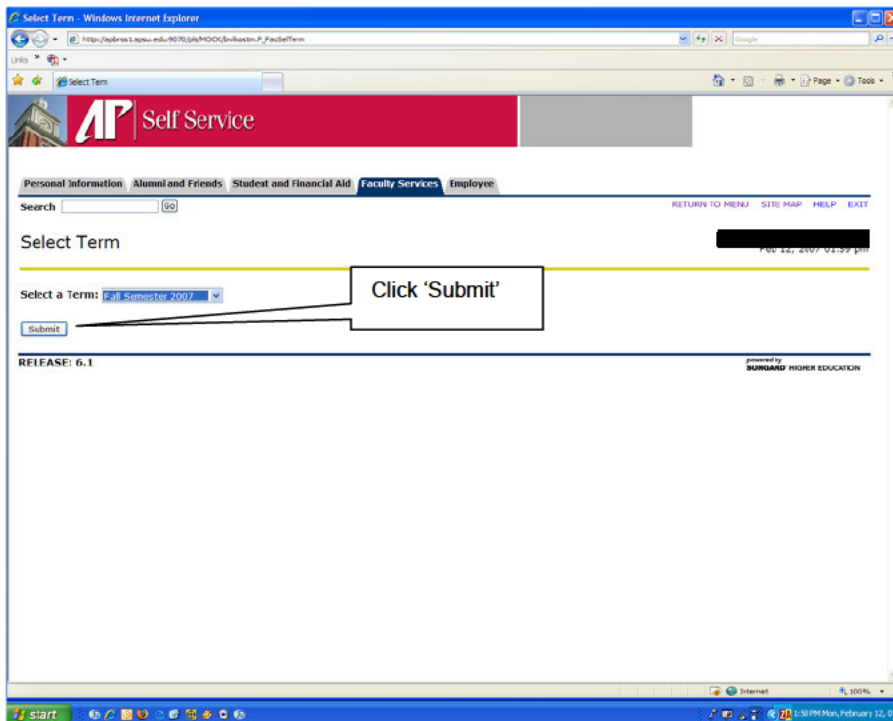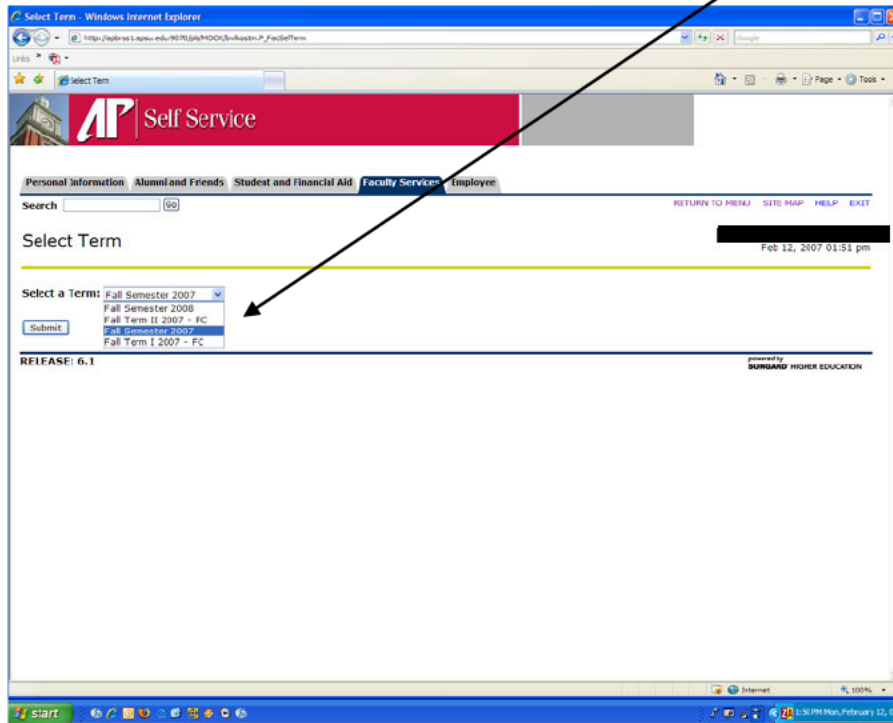
Click 'Submit'

Select 'ID Selection' from the Student Information Menu
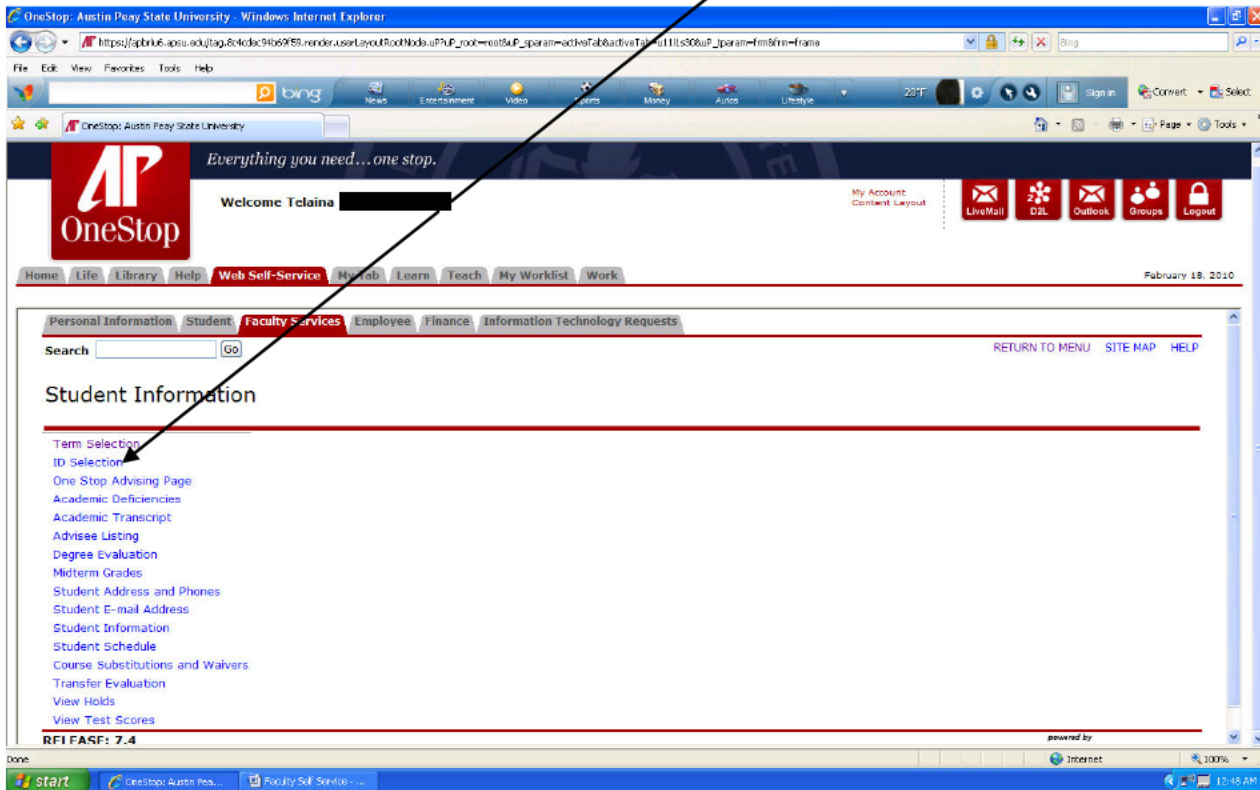
Entering Student Information

➢ Enter Student's A number <u>or</u>
➢ Enter Student's Name
➢ Select All (easier to search if using name)
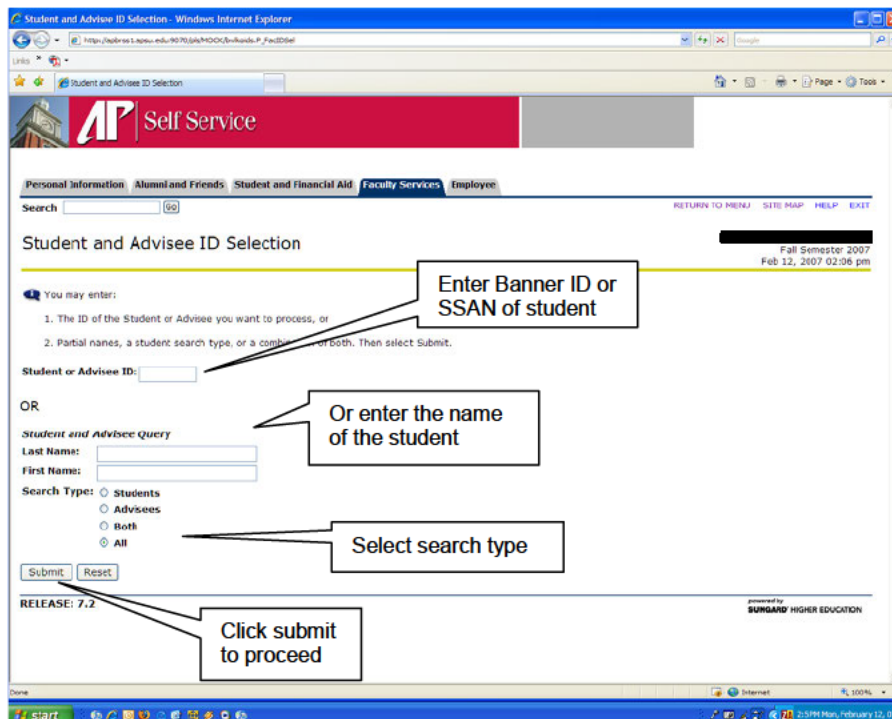
Check search results, and if correct click 'Submit'
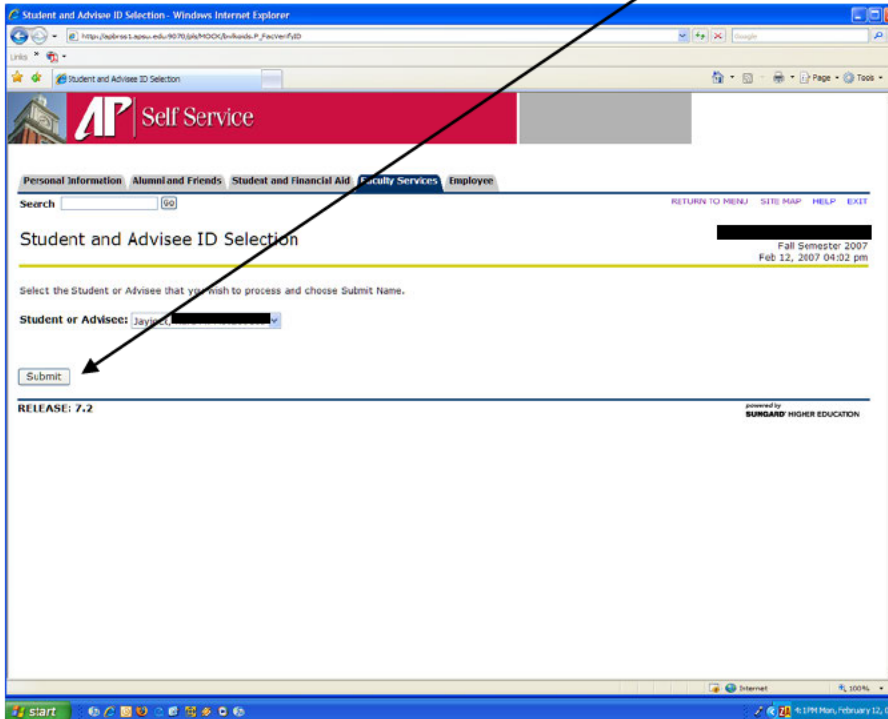
Shows current information for the selected student
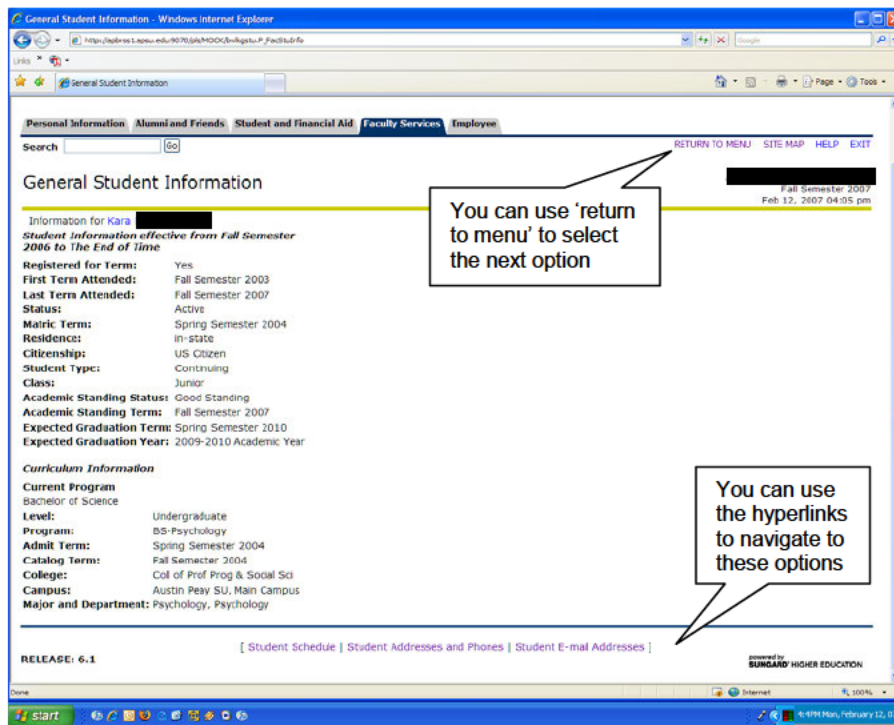
Select the next menu item you want to see
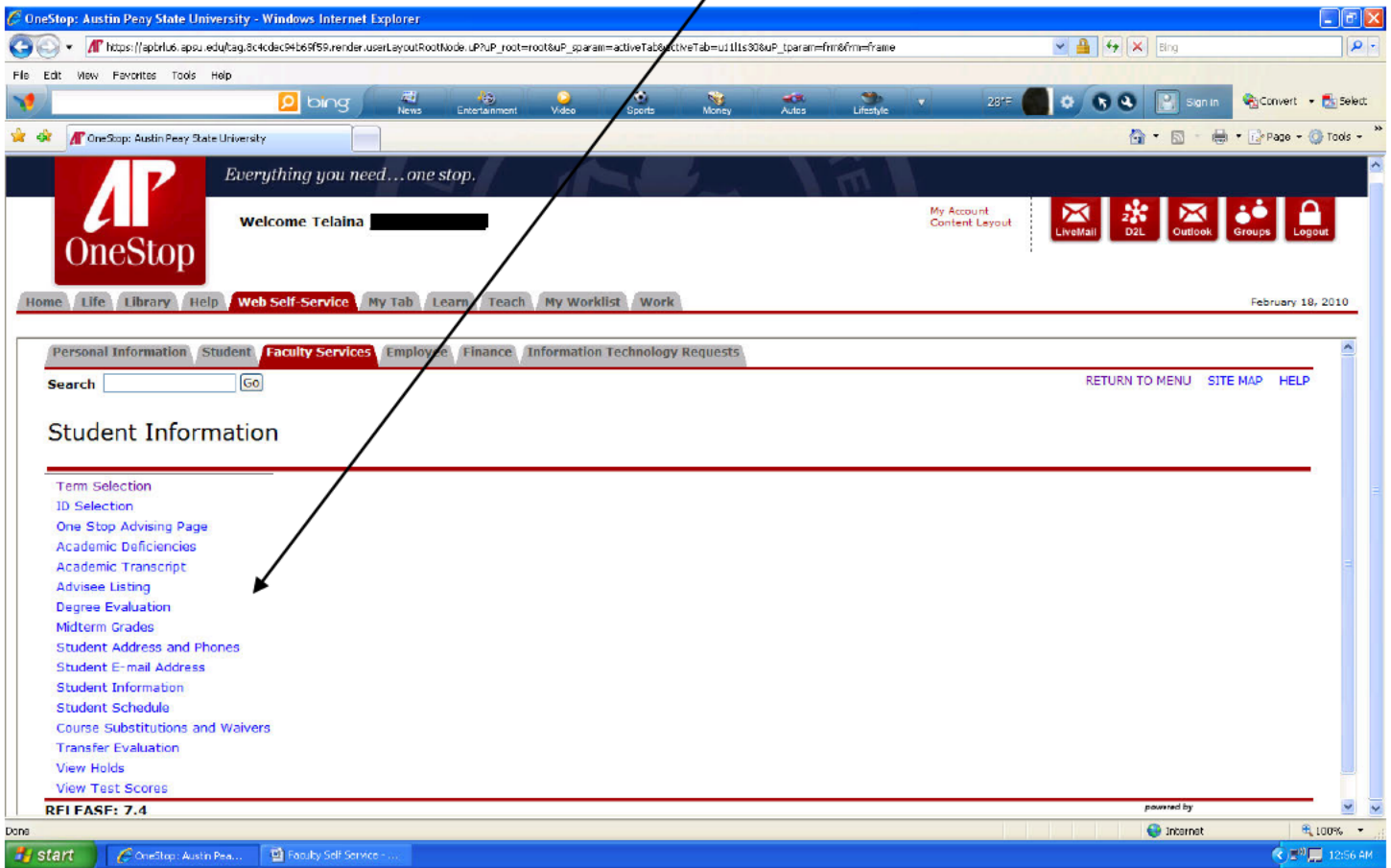
Click 'Student E-Mail Addresses'

Student Schedule
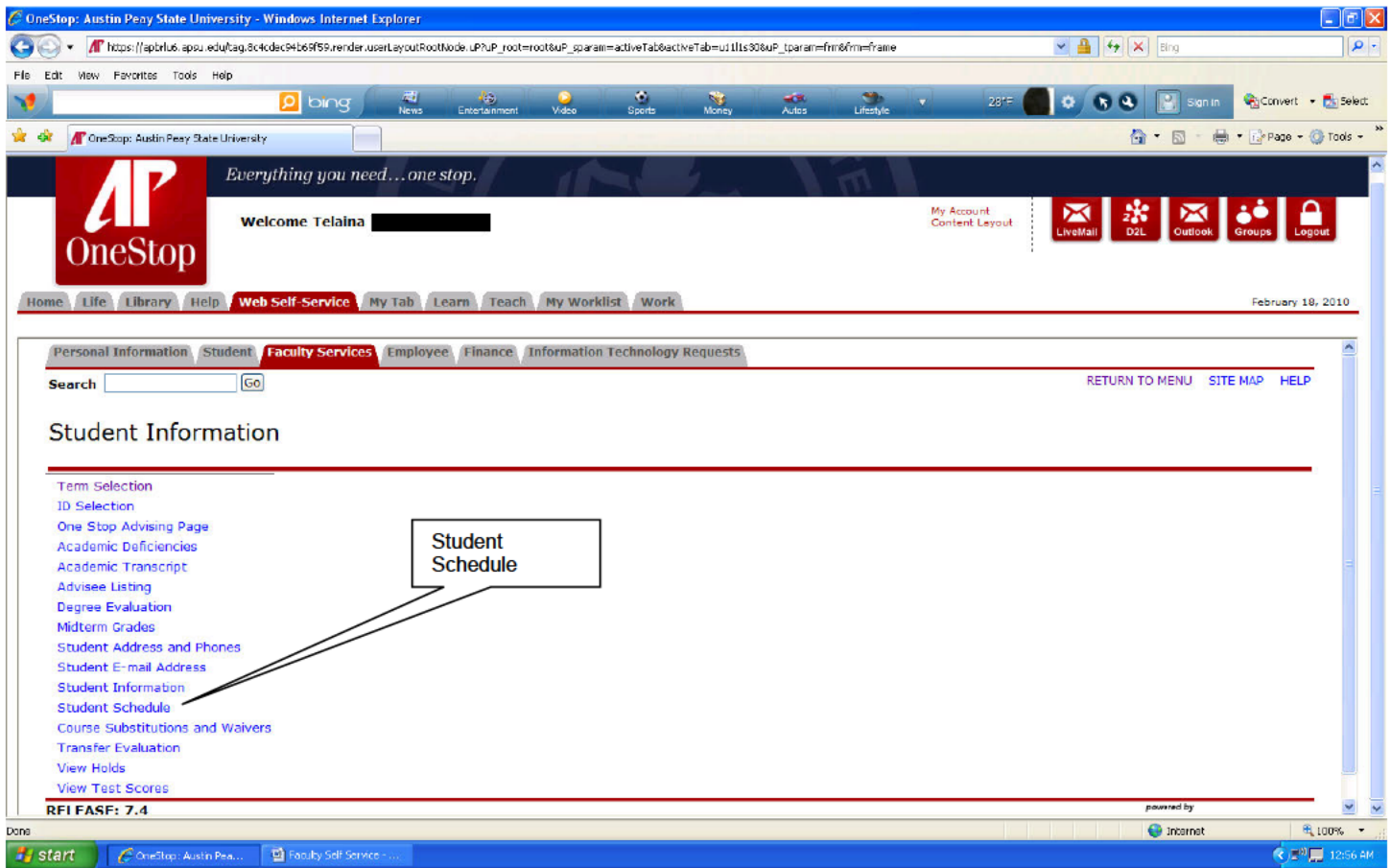
Displays the student's current schedule
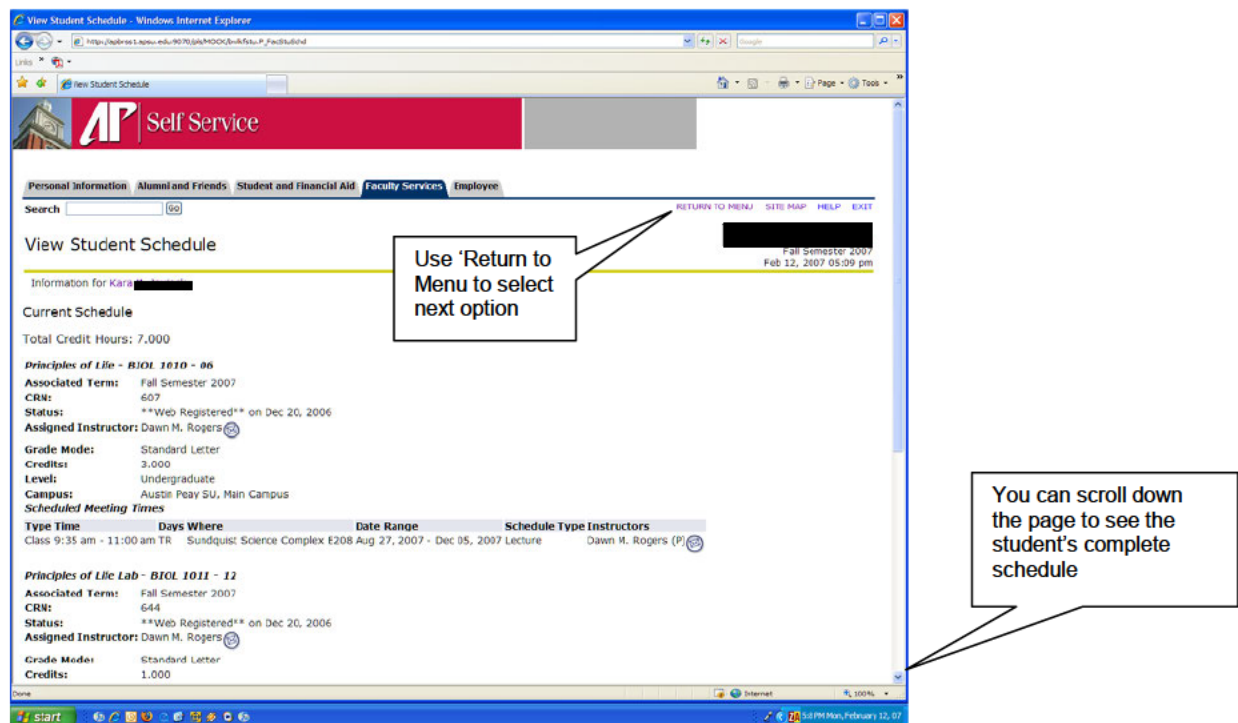
Academic Transcript
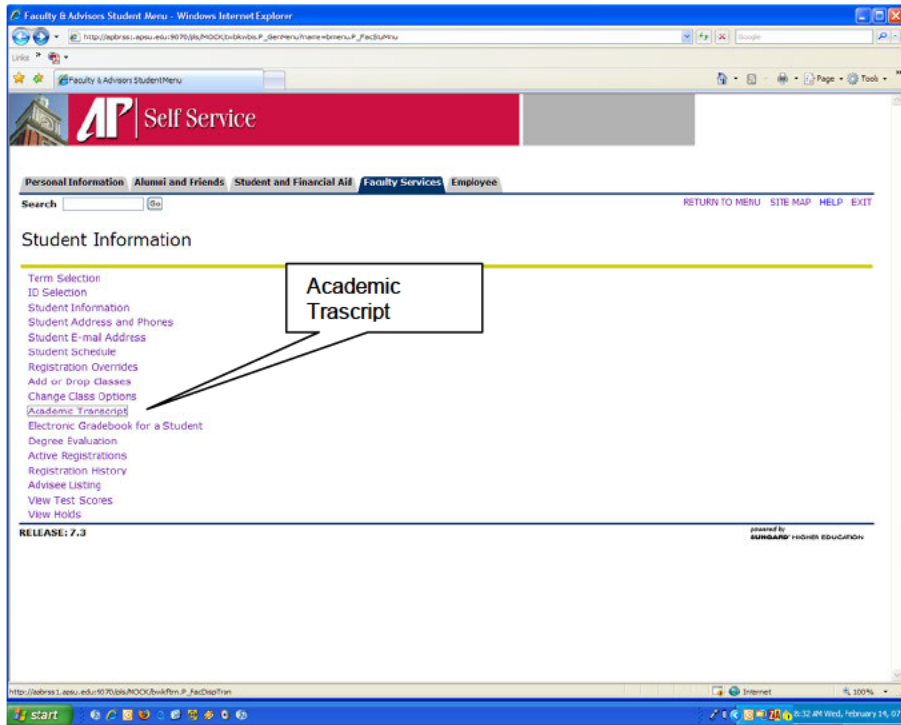
Displays selection screen for display options
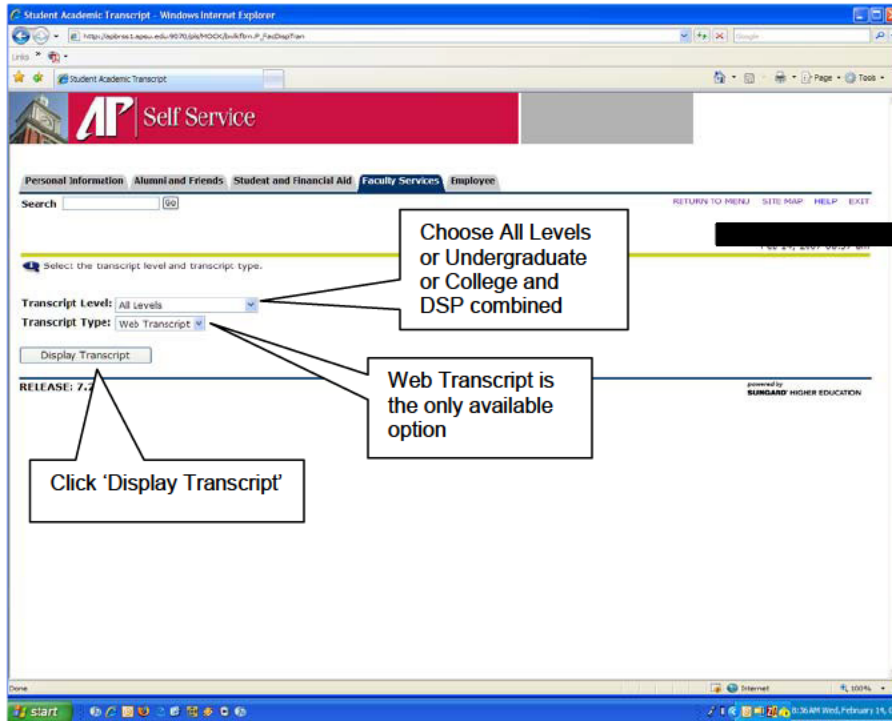
Displays selected student's transcript

Use the 'Institutional Credit' hyperlink to see work done at APSU

Use the 'Transcript Totals' hyperlink to see the totals at the bottom of the transcript

Once you have returned to the 'top' of the transcript, you can use the 'Return to Menu' hyperlink to move to the next menu option

Use this menu option to see a students 'Degree evaluation'

You can select a student by entering their A#

You can select by putting in the students last and first name instead of the A#.

Once you have selected the student, click submit.

This screen will verify that you have picked the correct student.

Shows student's current degree plan.

To see previous evaluations.

To generate a new evaluation.

To do a 'what if analysis'.
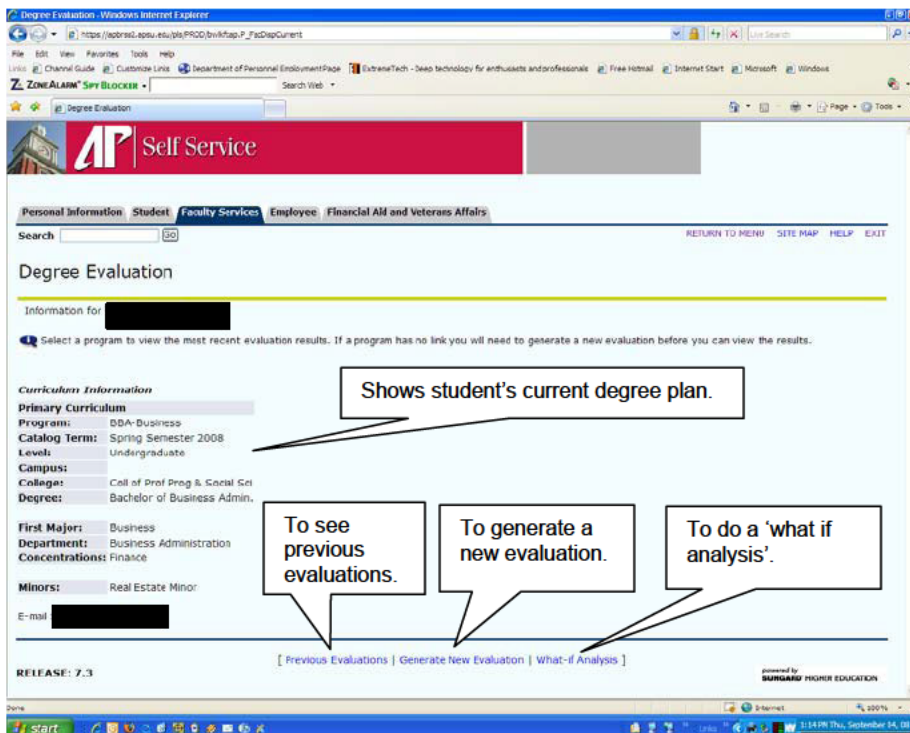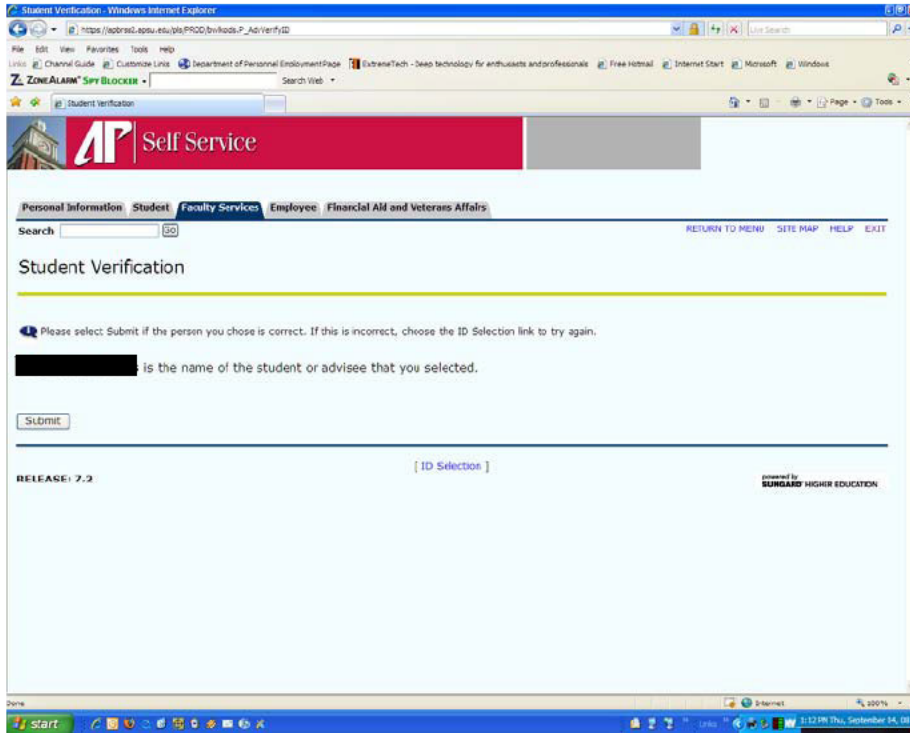
Displays 'Student Information' Menu

Select 'Advisee Listing' from Student Information Menu

Displays a list of your 'Advisees'

Click 'return to menu' to select next option

The Alternate Pin is the student's RUN # in Banner

View Student Information

View Holds

View Test Scores if available

View Transcript

View Degree Evaluation (not currently available)

Click 'View Test Scores' to see selected students test scores if available

Displays student's test scores if available
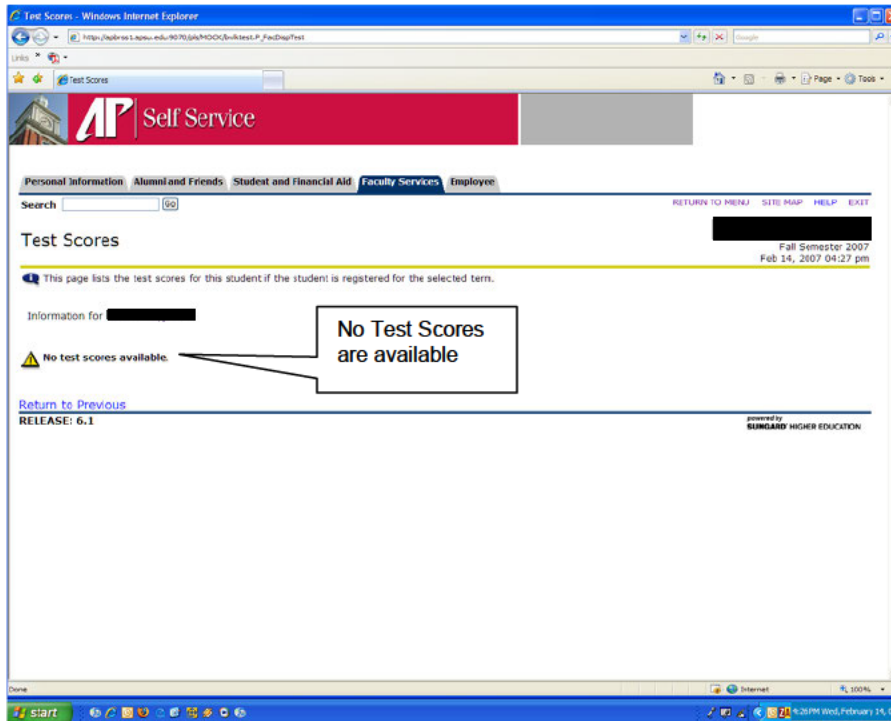
Use 'Return to Menu' to access next menu option, then click on 'View Holds'
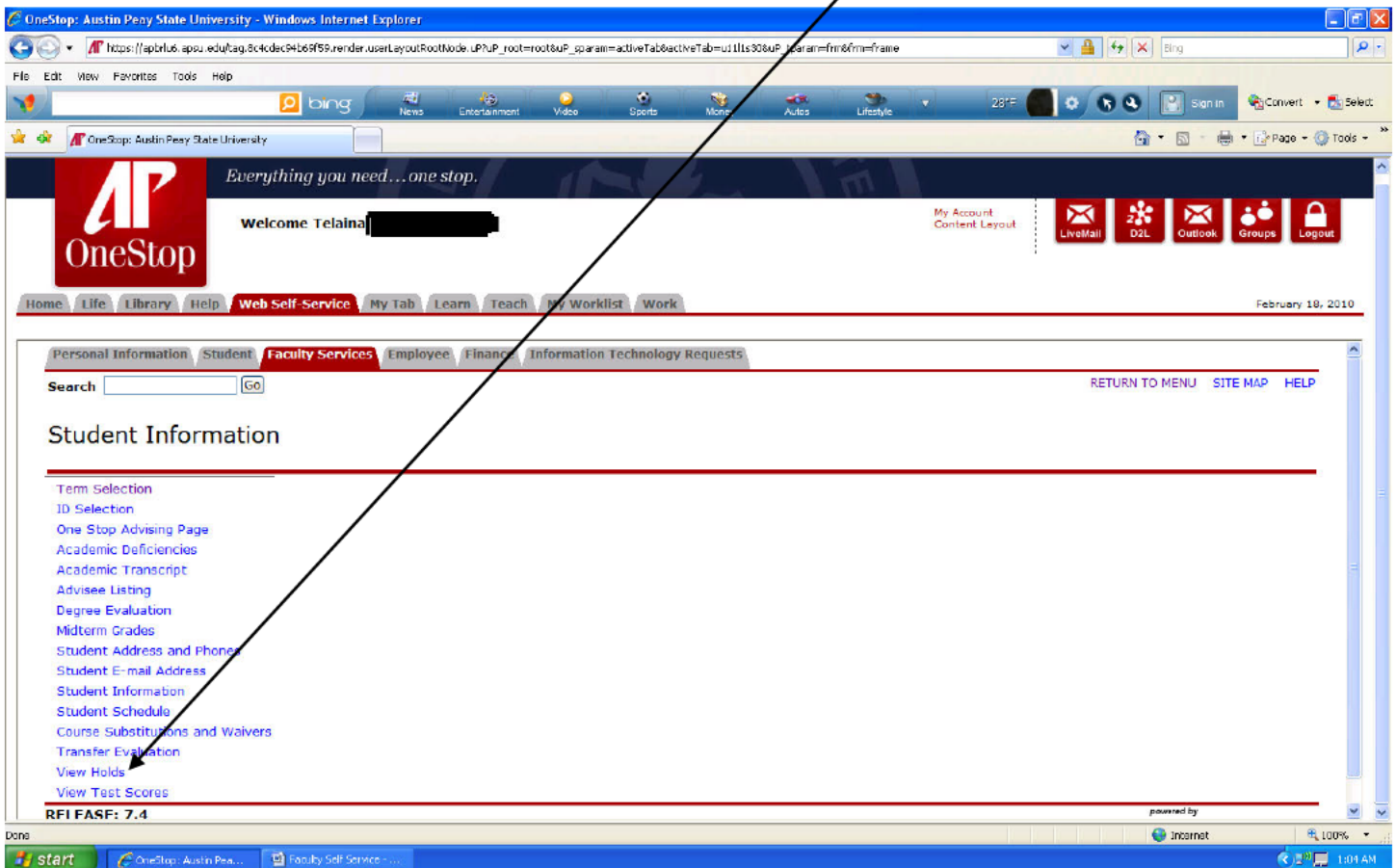
Displays 'Holds' for the selected student
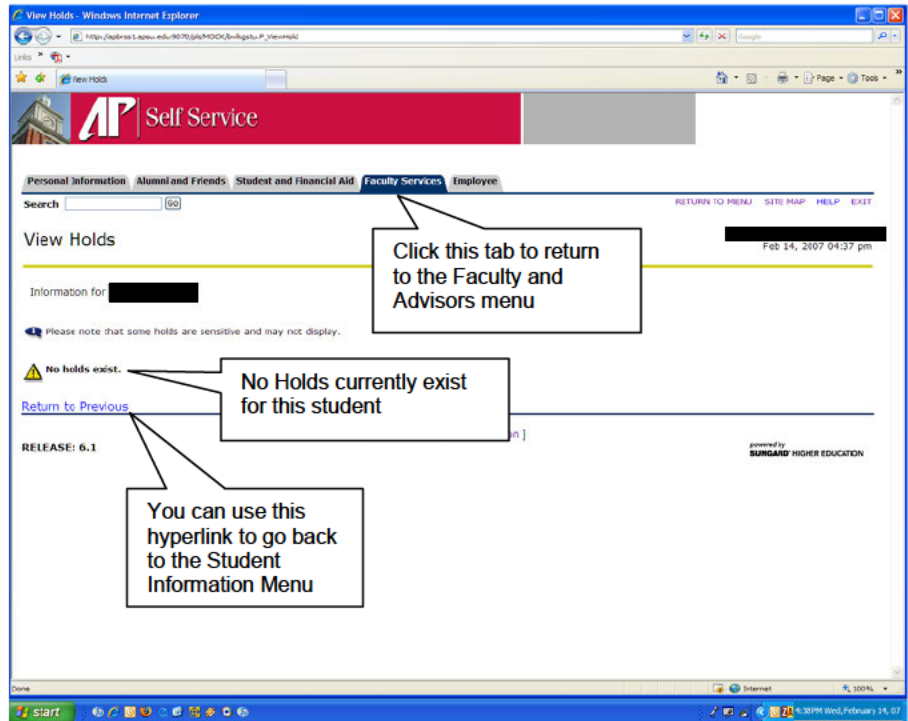
List of Holds and Offices that control them.

You can check to see if a student has academic deficiencies by clicking this menu option.

Student Information

Term Selection
ID Selection
One Stop Advising Page
Academic Deficiencies
Academic Transcript
Advisee Listing
Degree Evaluation
Midterm Grades
Student Address and Phones
Student E-mail Address
Student Information
Student Schedule
Course Substitutions and Waivers
Transfer Evaluation
View Holds
View Test Scores

RELEASE: 7.4

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [ ]

Enter Identification criteria for student, then click 'Submit'.

OR

Student and Advisee Query

Last Name: [ ]
First Name: [ ]
Search Type: ○ Students
○ Advisees
○ Both
◉ All

[Submit] [Reset]

RELEASE: 7.2

This student has no deficiencies.

You can use this menu option to see the course equivalencies of the transfer work for this student.

Enter student ID and select desired option from the drop down box, and then click 'Submit'.
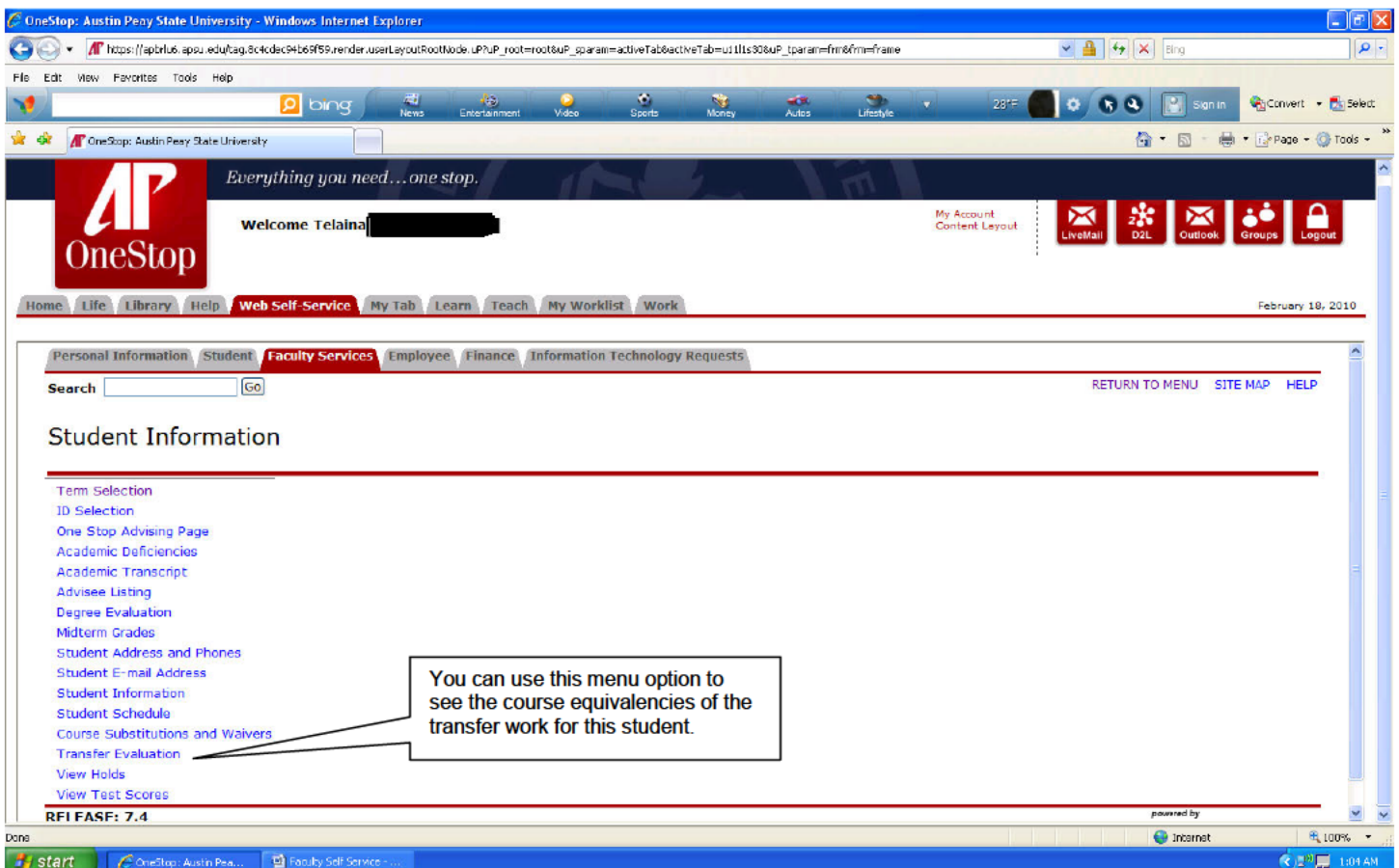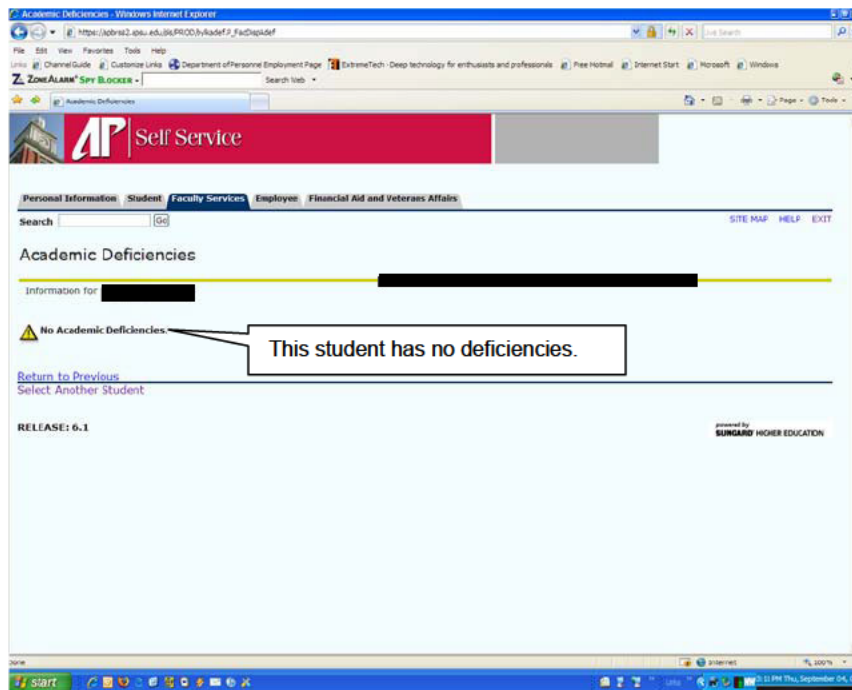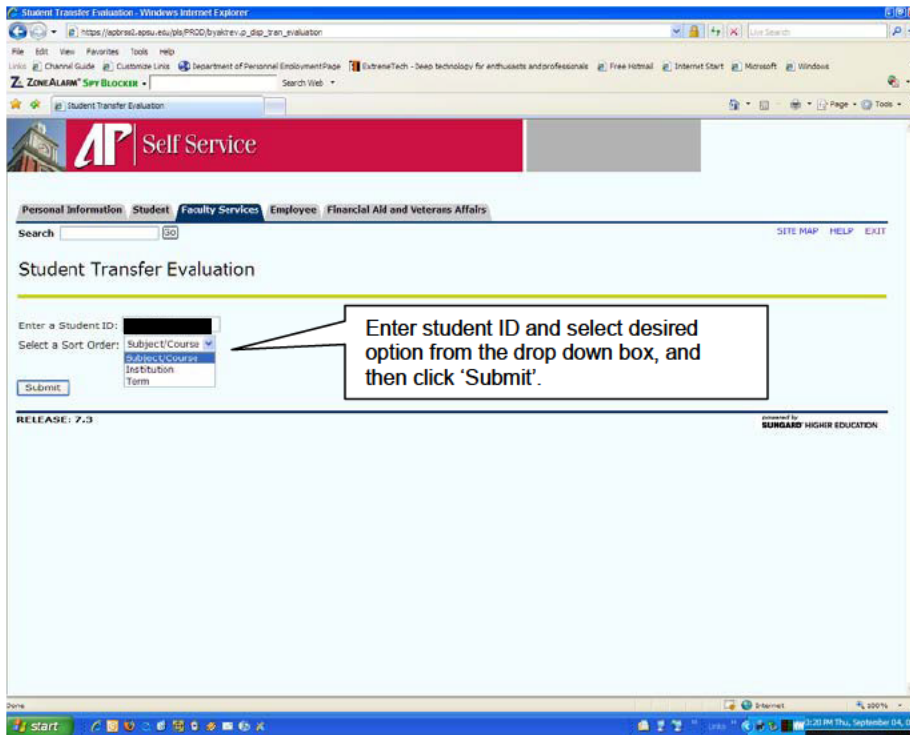
Lists courses taken at transfer school and the APSU equivalencies.

Subject	Crs Number	Crs Title	CR Hrs	Grade	Institution	Term	APSU Subject	APSU Crs Number	APSU Crs Title	APSU CR Hrs	APSU Grade	APSU Repeat Ind	APSU Attr
ACAD	1100	-	3	A	Univ Memphis	FALL 2006	APSU	1000	LIBERAL ARTS IN UNIV LIFE	3	A	-	-
BIOL	1010	-	3	A	Univ Memphis	FALL 2007	BIOL	EL	L ELECTIVE	3	A	-	-
BIOL	1011	-	1	A	Univ Memphis	FALL 2007	BIOL	EL	L ELECTIVE	3	A	-	-
DANC	1151	INTRO TO DANCE	3	A	Univ Memphis	FALL 2007	DANC	1035	Introduction to Dance	3	A	-	-
ECON	2110	-	3	A	Univ Memphis	FALL 2007	ECON	2010	PRIN OF ECONOMICS I	3	A	-	MIL
ENGL	1010	-	3	A	Univ Memphis	FALL 2006	ENGL	1010	ENGLISH COMP I	3	A	-	-
ENGL	1020	-	3	A	Univ Memphis	FALL 2007	ENGL	1020	ENGLISH COMP II	3	A	-	MIL
HIST	2020	-	3	A	Univ Memphis	SPRING 2007	HIST	2020	HISTORY OF THE AMER. PEO	3	A	-	-
MATH	1710	-	3	A	Univ Memphis	FALL 2006	MATH	1710	COLLEGE ALGEBRA	3	A	-	-
MATH	1830	-	3	A	Univ Memphis	SPRING 2007	MATH	1810	ELEMENTS OF CALCULUS	3	A	-	-
MIS	2740	INTRO BUSN MICROCOMPTRS	3	A	Univ Memphis	SPRING 2007	MIS	1200	BUSINESS INFORMATION	3	A	-	-

Course Substitutions and Waivers
  ➢ Permits you to see students subs and waivers
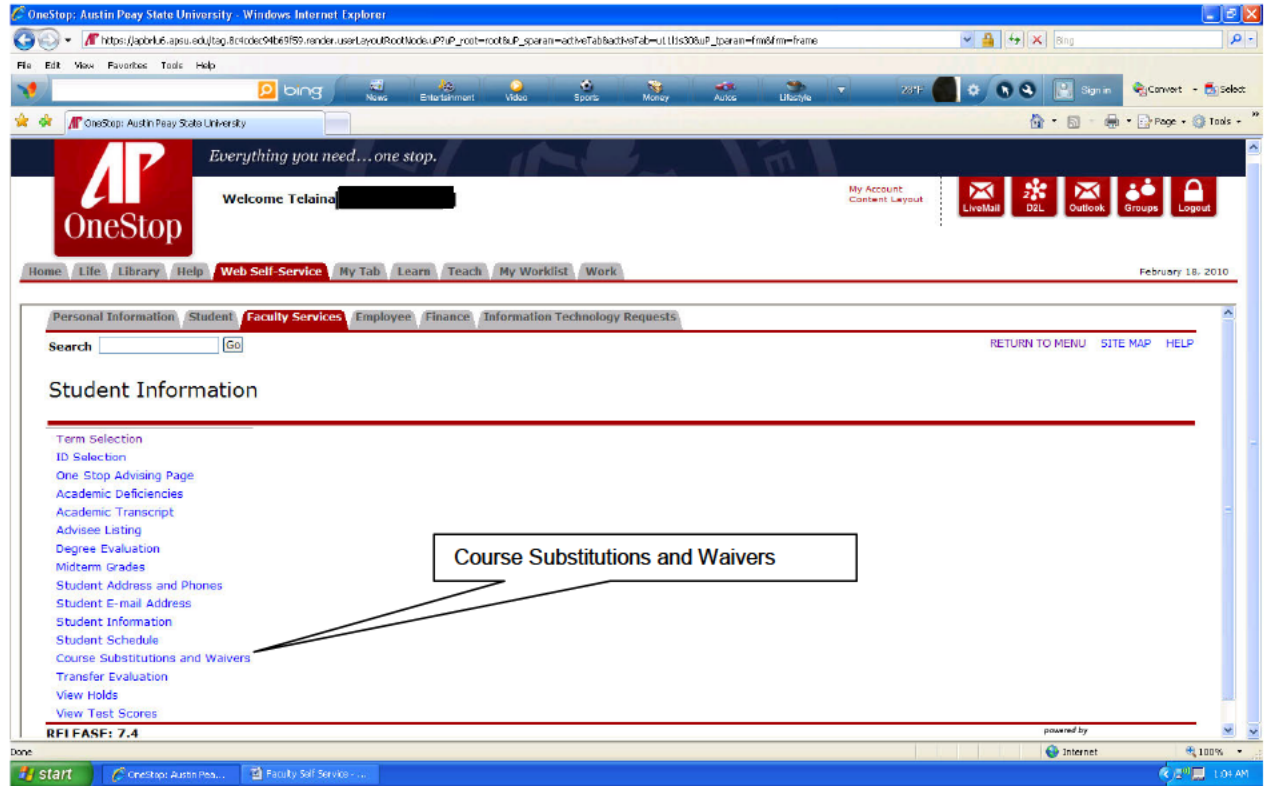
Course Subs and Waivers
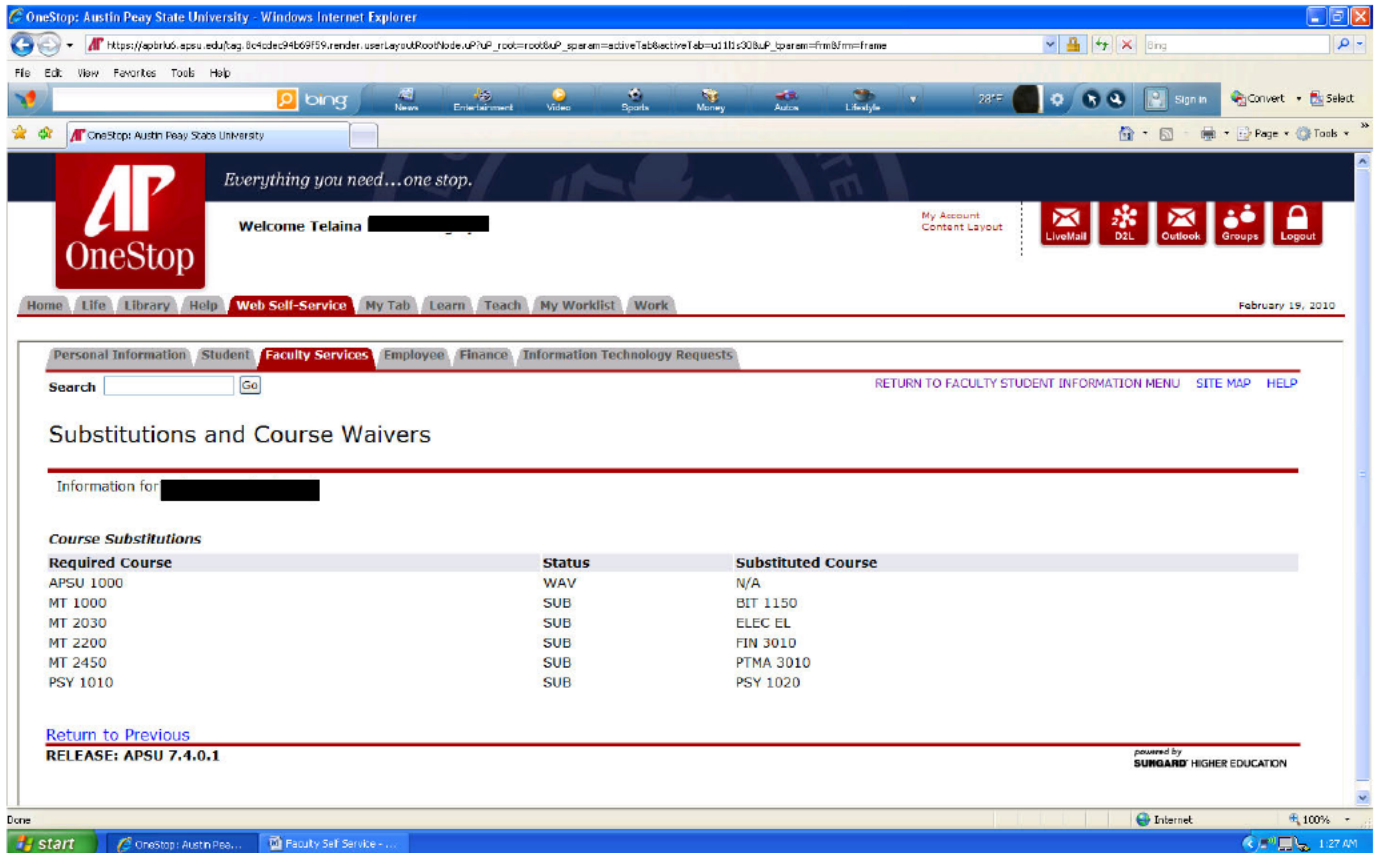
OneStop Advising Page
  ➢ **Provides all necessary advising information in a single location**
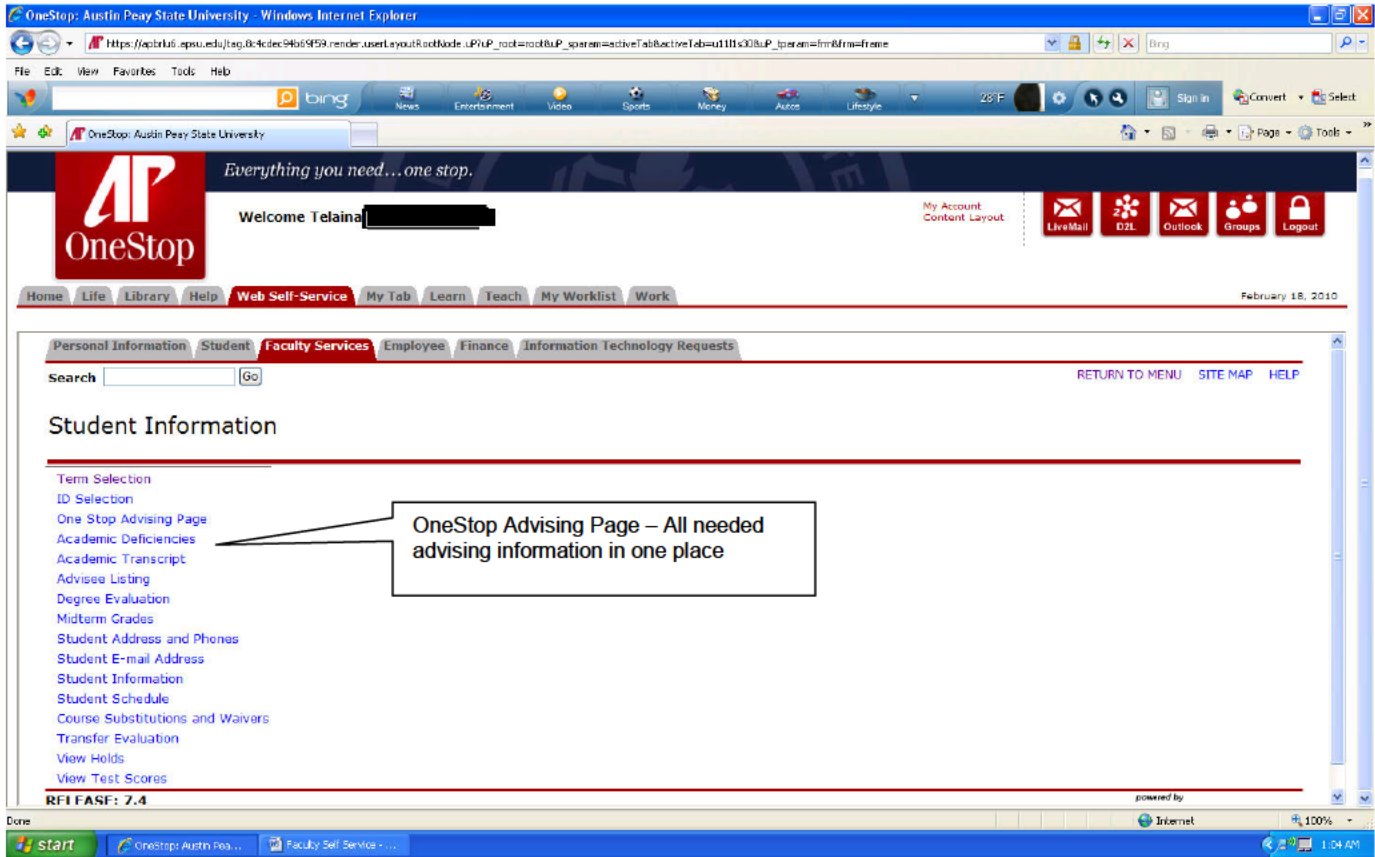
  ➢ **Student Personal Information**
  ➢ **Alternate PINs**
  ➢ **Academic Deficiencies**
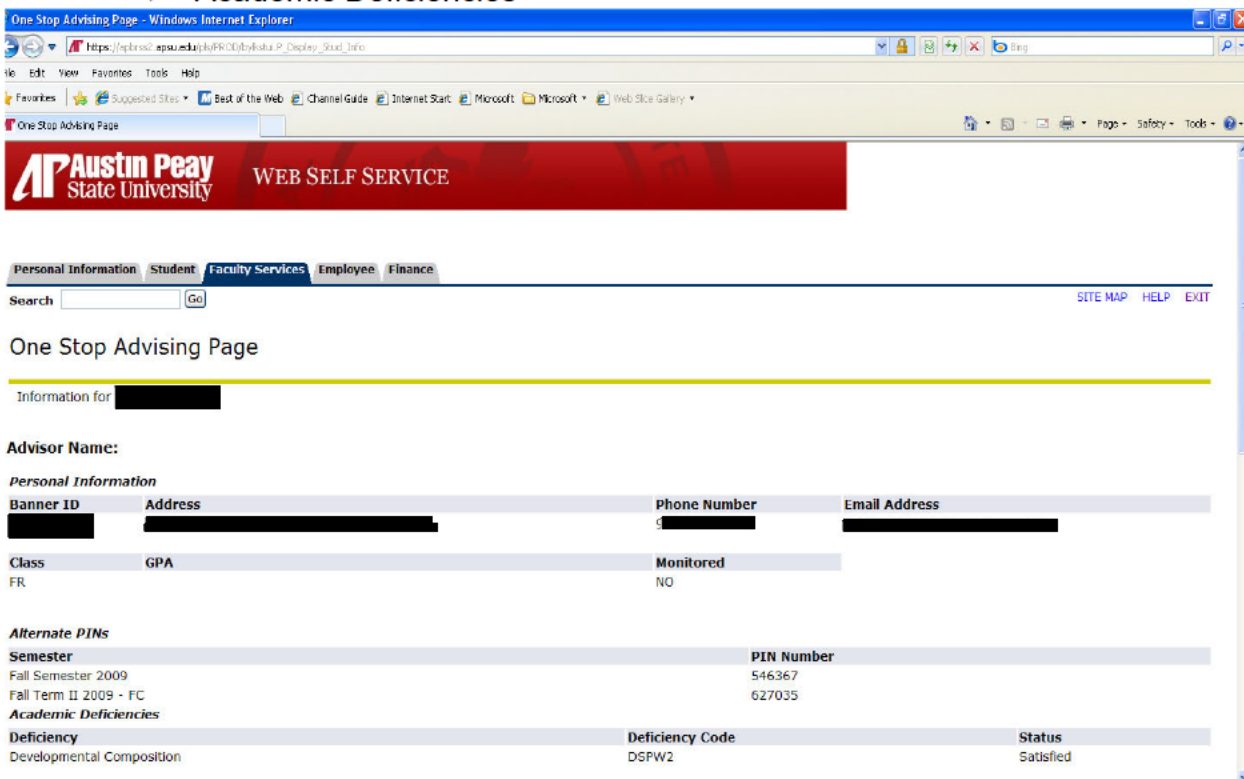
- ➢ Test Scores
- ➢ Course Substitutions and Waivers
- ➢ Administrative Holds
- ➢ Midterm Grades (suggest when selecting term to view, select current term so you may see students current midterm grades)
- ➢ Links to:
  - o Student Schedule
  - o Academic Transcript
  - o Degree Evaluation
  - o Transfer Evaluation
  - o Term Selection (select a different term to review)

Test Scores

Test Description	Test Score	Date Taken
ACT Best English	20	Apr 15, 2009
ACT Best Math	23	Apr 15, 2009
ACT Best Reading	22	Nov 14, 2008
ACT Science Reasoning	20	Apr 01, 2009
ACT Science Reasoning	10	Sep 01, 2008
ACT Science Reasoning	22	Apr 01, 2008
ACT Science Reasoning	19	Dec 01, 2007
ACT Composite	20	Apr 01, 2009
ACT Composite	13	Sep 01, 2008
ACT Composite	19	Apr 01, 2008
ACT Composite	19	Dec 01, 2007
Developmental Studies Math	4	Nov 14, 2008
Developmental Studies Reading	4	Nov 14, 2008
Study Skills	4	Nov 07, 2008
Developmental Studies Writing	4	Apr 15, 2009

Course Substitutions and Waivers

| Required Course	Status	Substituted Course
APSU 1000	WAV	N/A
BIOL 2010	SUB	BIO 2010
BIOL 2011	WAV	N/A
CTIM 2140	SUB	CTIM 2170
ECON 2010	SUB	PSY 1020
MT 1000	SUB	CTIM 2100
MT 2030	SUB	CTIM 2210
MT 2050	SUB	CTIM 2190
MT 2200	SUB	CTIM 2300
MT 2250	SUB	CTIM 2350
MT 2270	SUB	CTIM 2990
MT 2450	SUB	MT 2150

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Balance Due	Sep 19, 2009	Dec 31, 2099				Registration Transcripts Graduation Grades Accounts Receivable
Registration for PASS Required	Sep 19, 2009	Dec 31, 2099				

Midterm Grades

CRN	Course	Grade	Credit Hours
2599	ENGL-1010-03 English Composition	B	3
3333	MUS-1030-04 Music Appreciation	A	3
3657	MATH-1910-05 Calculus and Analytic Geometry	C	5
4439	APSU-1000-10F Liberal Arts Univ Life	A	1

Course Schedule: Student Schedule
Academic Transcript: Academic Transcript
Degree Evaluation: Degree Evaluation
Transfer Course Work : Transfer Evaluation

Select Another Term: Term Selection
Return to Previous

RELEASE: APSU 7.4.0.1